



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Child Protection Officer

Queen Elizabeth's Grammar School, Ashbourne, Derbyshire

Permanent

37 hours per week, 52 weeks per year

Pay Scale S01 £34,767 - £36,696FTE

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

Being the designated Child Protection Officer at Queen Elizabeth's Grammar School, you will be responsible for safeguarding students and young people by identifying welfare concerns, responding to safeguarding issues, and working with families and partner agencies to ensure that our students are safe, supported, and protected from harm.

Who We're Looking For

We are seeking a compassionate, dedicated, and proactive Child Protection Officer who is committed to safeguarding and promoting the welfare of our students and young people. The ideal candidate will have strong interpersonal and communication skills, the ability to remain calm under pressure, and experience managing sensitive situations with professionalism and empathy. They should possess a sound understanding of child protection policies, safeguarding procedures, and multi-agency working practices. We are looking for someone who is highly organised, able to make informed decisions, and passionate about creating safe and supportive environments where students can thrive.

About Queen Elizabeth's Grammar School

Queen Elizabeth's Grammar School is a highly regarded selective school set in the heart of Derbyshire. With a strong academic tradition and a clear focus on personal development, QEGS provides an inspiring and supportive environment in which pupils are encouraged to achieve their full potential.

The school's academic ambition goes hand in hand with a strong focus on care, character, and opportunity. With a supportive ethos and a track record of excellent results, it provides a stimulating learning environment that nurtures curiosity, resilience, and confidence. Students benefit from high-quality teaching, a wide range of enrichment activities, and a warm, inclusive community that values every individual.

Why us?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call Sarah Smit on: 01335 343685.

Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 14th June 2026 @ midnight

Interview date: 026

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	Child Protection Officer
Reporting to:	Designated Safeguarding Lead
Grade:	S01
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Working with the Designated Safeguarding Lead, as a key part of the safeguarding team, ensuring all safeguarding policies and procedures are understood and implemented appropriately.

Key Duties and Responsibilities

Main Duties

- Be an integral part of safeguarding team
- Provide safeguarding advice, guidance, support and expertise for students and staff.
- Liaise with external and internal agencies to provide support programmes for vulnerable students
- Understand the local authorities' referral processes and ensure the safeguarding needs of individual students are identified, met, monitored and appropriate actions are implemented.
- Support with safeguarding concerns raised by staff, ensuring they are accurately recorded and dealt with promptly according to academy policies, in line with the relevant statutory guidance, including triaging concerns logged on the academy's electronic recording.
- Liaise with and provide guidance to assigned case managers for student safeguarding concerns.
- Attend safeguarding meetings, working with specialist agencies to help to provide for the needs of identified students.
- Facilitate the sharing of relevant information with parents/carers and between other support services and external agencies as appropriate.
- Support other colleagues to attend safeguarding meetings where appropriate.
- Line manage the Family Support Worker
- Monitor filtering and monitoring system, providing overview of data, trends and responding to alerts
- Liaise with Pastoral lead to create and share key online safety information
- Provide half termly Safeguarding returns to the Trust DSL and contribute to the annual safeguarding audits for the Trust and the appropriate local Safeguarding Children Board.
- Consult and inform relevant staff, parents, and outside agencies, whenever necessary, to ensure the safeguarding needs of individual students are met.
- Support with safeguarding training for academy staff.
- Be a point of contact for and liaise sensitively with parents/carers regarding their safeguarding role.
- Work with Pastoral Teams to plan and implement appropriate interventions and support.
- Support the monitoring, accuracy and quality of safeguarding records.
- Liaise, meet and work with DSLs from our feeder schools.

- Support with school safeguarding procedures and systems and suggest amendments, as necessary.
- Follow agreed policies for communication within school.
- Alert the appropriate staff on a need-to-know basis of pupil safeguarding concerns.
- Provide regular updates as appropriate to the DSL on the progression of cases of any issues regarding safeguarding.
- Continue personal development in safeguarding including regular DSL training.
- Any other duties deemed appropriate to the level of the role.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
The successful applicant must have significant experience and training in leading safeguarding within an educational setting.	✓		Application form, certificates
Safeguarding management training and experience of social care, targeted youth and wider inclusion.		✓	Application form, certificates
Management/project management qualification and experience establishing electronic management information systems for safeguarding.		✓	Application form, certificates
Effective Communication			
Displaying Flexibility of Style			
Communicates with clarity, precision and matches content and style to the audience needs.	✓		Application form, interview, references
Shows empathy to the views of others.	✓		Application form, interview, references
Uses tact and diplomacy to resolve the problems of peers.	✓		Application form, interview, references
Collaboration			
Ability to work empathetically and positively with young people and adults, demonstrating resilience and persistence.	✓		Application form, interview, references
Ability to effectively communicate, build and maintain positive working relationships with pupils, staff, families and external agencies.	✓		Application form, interview, references
Attention to Detail			
Follows detailed procedure and ensures accuracy in documentation and data.	✓		Application form, interview, references
Concentrates on routine work details and organises and maintains a system or records.	✓		Application form, interview, references

Developing Self and Working with Others			
Stays informed of current industry trends.	✓		Application form, interview, references
Learns and applies new concepts	✓		Application form, interview, references
Able to challenge conventional practices.	✓		Application form, interview, references
Adapts established methods for new uses.	✓		Application form, interview, references
Develop rapport with others and recognises their concerns and feelings.	✓		Application form, interview, references
Builds and maintains long-term associations based on trust.	✓		Application form, interview, references
Willing to help others	✓		Application form, interview, references
Interfaces			
Internal/External - Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.	✓		Application form, interview, references
Financial impact/budget - Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.	✓		Application form, interview, references
Scope			
People (directly/indirectly manage) - Provide advice and guidance to all academy staff on safeguarding matters.	✓		Application form, interview, references
Travel - You will be required to travel to academies as necessary	✓		Application form, interview, references