



# **RIVINGTON & BLACKROD**

## **HIGH SCHOOL**



# **Application Pack**

## **Safeguarding & Attendance Officer**



Dear Applicant,

Thank you for your interest in the position of Safeguarding & Attendance Officer here at Rivington and Blackrod High School, part of the Leverhulme Academy Trust.

We are seeking a dedicated Key Stage Safeguarding and Attendance Officer to join our pastoral team and play a pivotal role in ensuring the safety and academic engagement of our students. In this role, you will act as a primary point of contact for safeguarding concerns, working closely with the Designated Safeguarding Lead (DSL) to implement robust protective measures and support vulnerable learners. You will also be responsible for supporting the attendance of key students monitoring attendance patterns, identifying barriers to learning, and proactively engaging with families and external agencies to improve student outcomes. The ideal candidate will possess a deep understanding of Keeping Children Safe in Education (KCSiE) and demonstrate the resilience and empathy required to remove barriers to education and foster a secure environment where every child can thrive. This is a fantastic opportunity to join a forward-thinking and supportive school community that places students at the centre of everything we do.

With a proud heritage of over 450 years, Rivington and Blackrod High School is deeply rooted in the local community and enjoys strong relationships with parents. You will be joining a committed, welcoming, and friendly staff team who work tirelessly to secure the very best outcomes for every student.

At the heart of our ethos are the values that guide everything we do: we encourage our students to take part, seizing opportunities both inside and outside the classroom; to work hard, showing resilience and determination in all that they do; and to do the right thing, demonstrating integrity, respect, and kindness. We expect our staff to embody and promote these values, creating an environment where young people feel a true sense of purpose and belonging.

We are ambitious for our students and determined to support them on their journey towards achieving their aspirations and transforming their lives. We celebrate success at every level and believe that personal development and academic progress go hand in hand. Our aim is to nurture well-rounded individuals who excel academically while also developing the character and confidence needed to succeed in life.

At Rivington and Blackrod, we provide a challenging, knowledge-rich curriculum supported by high-quality teaching and excellent pastoral care. As part of the Leverhulme Academy Trust, we are committed to collaboration, professional development, and continual improvement in order to secure the very best life chances for our students.

If you share our vision, live our values, and are excited by the opportunity to lead our English Department, we would be delighted to receive your application.

I look forward to the opportunity to meet you.

Yours faithfully,

**Mrs Victoria Walmsley – Head of School**



## A Warm Welcome to Rivington and Blackrod High School

I would like to offer you a very warm welcome to Rivington and Blackrod High School and Sixth Form. Founded in 1566, our school has held an important place in this community for centuries. We are very proud of our tradition as a successful, forward thinking and caring school.

We pride ourselves on offering an excellent education in all areas of the curriculum and a wide range of learning and enrichment opportunities. Our Christian values underpin all that we do in ensuring that all of our students achieve the highest academic standards and develop spiritually, morally, socially and culturally.

Our aim is to ensure that all students feel safe, happy and grow as successful learners and caring global citizens. Insisting on high standards in all that we do, we strive to encourage students to achieve to their highest aspirations.

### A School Built On Strong Foundations “Once a Rivi, always a Rivi.”

A simple phrase that not only reflects the lasting impact our school has on all those who have walked its corridors, but also speaks volumes about the character of the people who make up the Rivington and Blackrod school family. We are fortunate to have a beautiful school, but it has always been, and continues to be, the people who make our school truly special. Generations of students talk of a ‘family spirit’ that is founded on strong relationships and outstanding care, guidance and support. This spirit can be found throughout our current school community of approximately 1700 students and 200 staff.

### Ofsted

Rivington and Blackrod High School and Sixth Form had a full Section 5 Ofsted inspection on 14<sup>th</sup> and 15<sup>th</sup> June, 2023.

The school received a judgement of **Good** across all areas. This is thoroughly well deserved, and sincere thanks go to all students, staff, parents and Governors for supporting the school in achieving this.

The report contains lots of positive information about our school. We are really pleased that the hard work over the years is having a positive impact on the students and their academic and personal development.

We are delighted that the inspection team recognised the improvements that had been made to the school over the recent years through the hard work of leaders at all levels, grading Leadership and Management as ‘Good’.

We were also praised for our strong emphasis on developing the whole child through our work with the house system, our careers programme and our extensive extra-curricular timetable and therefore, Personal Development was also judged to be ‘Good’.

Our Sixth Form continues to be a strength of the school, and it was also graded as ‘Good’, which we will continue to grow and build upon. To read the full report, please [click here](#)

# ***“Discovering dreams, achieving ambitions and transforming lives.”***

Rivington and Blackrod High School is part of Leverhulme Church of England and Community Trust. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

## **Mission**

Discovering dreams, achieving ambitions, and transforming lives.

## **Vision**

The vision of Leverhulme is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

## **Staff Values**

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

## **Student Values**

- **Take part**
- **Work hard**
- **Do the right thing**



**Mr Paul Roach – CEO**





## **Our Staff Benefits**

Working for Leverhulme is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

### **Pension**

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

### **Continuous Service**

Continuous service will be honoured for candidates moving from local authorities.

### **Salary Sacrifice Scheme**

Employees can benefit from salary sacrifice schemes, including the Cycle to Work scheme.

### **Support Services**

We provide access to an occupational health provider for advice and support.

### **Excellent Career Development**

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

### **Free Parking on Site**

Employees can enjoy the benefits of free car parking across our site.

### **Electrical Vehicle Charging Points**

Employees have the use of Electric Vehicle Charging Points on site.

### **Wellbeing Half Day**

The opportunity to enjoy a half day off during term time to support staff wellbeing.

### **Free Access to Office 365**

We have a dedicated IT Support Team to assist with any IT related queries.

### **Free Flu Vaccinations**

We offer free flu vaccinations on an annual basis to all staff.

### **Trade Unions and Professional Associations**

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

# **JOB DESCRIPTION**

<b>Location:</b>	RIVINGTON & BLACKROD HIGH SCHOOL
<b>Job Title:</b>	SAFEGUARDING AND ATTENDANCE OFFICER KEY STAGE
<b>Grade:</b>	GRADE F – SCP 17-23
<b>Responsible to</b>	Deputy Head Teacher
<b>Line Manager</b>	n/a
<b>Responsibilities</b>	
<b>Purpose of the Job:</b>	To provide support for students, staff and Deputy Head teacher across the Key Stages to safeguard the students in our care. To work with external agencies as an advocate for vulnerable students and ensure that they receive appropriate and timely support as required. To provide a positive, proactive approach to punctuality and attendance issues to enable students to maximise their potential.

## **MAIN DUTIES**

### **1. Support for the Student**

Act as a role model and establish positive working relationships with students. This will involve:

- Identifying in students the need for additional support in school or with external agencies.
- Referring students for additional support, sharing appropriate information with external agencies.
- Support vulnerable students in ensuring they are safe, that risk is managed effectively and to overcome barriers so they can flourish in school.
- Support students who are transgender to access all aspects of school life and achieve their full potential.
- Provide guidance to support students with their social, health and hygiene development
- Providing information, advice and guidance to help students to make positive choices about their attendance and punctuality.
- Provide support to students transitioning into R.B.H.S. mid-year due to relocation, a managed move, or exclusion from another school.
- Oversee and support students working on a modified timetable.
- Use appropriate strategies to intervene with students who have unexplained absences, are PA or at risk of PA.
- Support vulnerable students through the transition at KS4 as appropriate.

### **2. Support for the Teacher**

To support the DHT and pastoral team in the implementation of the safeguarding policy in school and supporting vulnerable students to be successful in the classroom. This will involve:

- Liaising with internal teams to overcome barriers to learning for vulnerable students.
- Support staff in the promotion and implementation of the Safeguarding, Attendance, Equality and Diversity and Transgender Policy.
- Providing feedback to staff in relation to vulnerable students' progress, achievement, behaviour and attendance.
- To provide information and advice to staff on vulnerable students and how best they can support them in the classroom.

- To be available to staff to receive safeguarding concerns and ensure that these then follow the safeguarding policy.
- Responding to any reasonable request that will aid the progress, wellbeing or safety of any students within school.
- Support the creation of a climate, which enables all staff to develop and maintain positive attitudes to and with the year groups and the confidence to work in teams.

### **3. Support for the school**

To support the implementation of policies and practices for the key stage which reflect the schools commitment to high achievement, effective teaching and learning, good attendance and punctuality.

- To establish fair, respectful, trusting, supportive and constructive relationships with parents/carers and outside agencies.
- To be responsible in the first instance for all child protection concerns within the given year groups.
- Identifying/responding to concerns and assessing risk to a young person.
- Investigating allegations and concerns, taking statements and making informed decisions regarding disclosures.
- Liaising with relevant external agencies/ DSL when advice or agency involvement is required.
- To evaluate and manage risk for all vulnerable students, establish positive relationships and regular check-ins. Report to the DSL on their progress.
- To oversee the quality and fulfilment of all Early Helps and to act as named lead where appropriate.
- To keep an accurate record of all incidents of sexual harassment/violence in school, to monitor actions and work with pastoral teams on implementing sanctions, supporting victims and communicating with parents.
- Attending meetings reviews and conference relating to child protection such as child action, strategy meetings. etc.
- To be an advocate for CLA within school by:
  - a) Acting as a key adult for the student, teachers and carers.
  - b) Organising, attending and facilitating meetings as required including PEPs.
  - c) To complete all record keeping and reporting as required.
- To update and maintain all safeguarding information. Including reviewing all CPOMs logs, and ensuring that actions are recorded and information shared appropriately with Year Teams.
- To work closely with the EWO to ensure that the attendance policy is followed and that attendance is promoted across school.
- To monitor individual attendance, to implement attendance plans and work with parents to support good attendance.
- To work with external agencies including EIT to support attendance including the issuing/implementation of FPW, ME, CME.
- Completing home visits for safeguarding or attendance issues.
- To provide support in managing child protection concerns or allegations in any year group if required because of by staff absence or for capacity within the team.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. This job description reflects the current requirements of the role. The school may, from time to time, vary the year groups the post holder works with and adjust associated responsibilities to meet organisational needs.

# PERSON SPECIFICATION

**Job Title: Safeguarding & Attendance Officer**

<b>Qualifications and training</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSE passes A* to C or equivalent (inc English and Maths).	✓	
Very Good Numeracy/Literacy skills	✓	
NVQ 3 or equivalent qualification or experience in relevant discipline.	✓	
Experience of working with &/or caring with children (within a specified age range) within an education setting	✓	
Relevant safeguarding training	✓	

<b>Experience, knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>
Effective use of ICT and other specialist equipment/resources	✓	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Relevant first aid knowledge.		✓
Previous experience of working within an educational setting.	✓	

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to relate well to children and adults	✓	
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	✓	
Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
Able to improve their own practice through observations, evaluations and discussion with colleagues.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to health and safety.	✓	
A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	

<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.	✓	



The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.