



Cheney School
Think for yourself; act for others



JOB INFORMATION PACK
Safeguarding Officer

HEADTEACHER'S WELCOME

We are a school: we will educate a new generation to view the world critically, make their own decisions, and act in a way that benefits the wider community, not just themselves.

This is summed up in our motto, "think for yourself; act for others."

Cheney is a genuinely comprehensive school, in the best sense of the term, with a fully inclusive intake, which represents not just our catchment area, but also modern Britain.

The ideals of the comprehensive movement have been met in Cheney, in a way that is very rare.

We value creativity over conformity; education over league tables; the needs of students over data; self-discipline over sanctions; nuance over simplification; curiosity over acceptance; honesty over

reassurance; the judgement of our community over the judgement of the official world.

We value emotional intelligence equally to academic intelligence; well-being equally to success; self-knowledge to factual knowledge; humanity to rigour.

This is not to say that the things we value less are worthless; in their place, and in their time, quite the reverse.

In fact, we believe if we get the first things right, the second will follow.

Please contact us if you have any questions or would like to visit.

While you are here, you might like to visit the Rumble Museum, the only Arts Council-accredited museum in a state school, and a great example of what creativity and curiosity looks like at Cheney.





GREAT REASONS TO WORK AT CHENEY



Noticeable warmth and friendliness of staff and students



Employee Assistance Programme – free counselling and practical advice



Genuine priority of staff workload in decision making



Comprehensive support programme for ECTs



Positive commitment to the environment (Sustainable Secondary of the Year 2024)



Thoughtful and extensive CPD offer for all teaching and support staff



Cycle to work scheme, E-bike loan scheme and EV charging



Staff social events, sport and other activities

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TESTIMONIALS FROM STAFF

“Everyone is encouraging and wants you to succeed and fulfill your potential.”

“I feel valued and feel part of something beautiful.”

“The staff really make the school, it is because of them that the school is such a nice place to work.”

“The school obviously cares about its pupils, but it cares about its staff just as much.”

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RIVER LEARNING TRUST

Cheney School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools across Oxfordshire and Swindon, and a school-centred initial teacher training provider that serves Oxfordshire, Berkshire and Wiltshire.

OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

THE TRUST'S SCHOOLS

We currently educate around 16,000 pupils and have around 2,200 colleagues working in the trust. The SCITT (school-centred initial teacher training provider) trains around 110 trainees a year in Oxfordshire, Berkshire and Wiltshire.

SECONDARY SCHOOLS

Cheney School
Chipping Norton School
Gillotts School
Gosford Hill School
Kingsdown School
The Cherwell School
The Marlborough CofE School
The Oxford Academy
The Swan School
Wheatley Park School

Horspath CofE Primary School
Larkrise Primary School
Madley Brook Primary School
Middle Barton Primary School
New Marston Primary School
Rose Hill Primary School
Sandhills Primary School
Seven Fields Primary School
Tower Hill Primary School
Witney Community Primary School
Windrush CofE Primary School
Wolvercote Primary School

PRIMARY SCHOOLS

Barton Park Primary School
Bayards Hill Primary School
Beckley CofE Primary School
Charlbury Primary School
Cutteslowe Primary School
Edith Moorhouse Primary School
Edward Field Primary School
Garsington CofE Primary School

ALTERNATIVE PROVISION

Meadowbrook College

TEACHER TRAINING

OTT SCITT

TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



JOB DESCRIPTION

Title of Post:

Safeguarding Officer

Contract Terms:

Permanent, full time or part-time.

Grade:

Grade 9, Scale Point 23 - 26

Accountable to:

Designated Safeguarding Lead

Job Purpose:

Under direction of the DSL, the Safeguarding Officer will share the responsibility for safeguarding and child protection across the school as a Deputy Designated Safeguarding Lead (DDSL). Where appropriate they will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police, completing any safeguarding activity to the highest standard.

Main Responsibilities:

- Support the Designated Safeguarding Lead (DSL) in the capacity as a Deputy Designated
- Safeguarding Lead (DDSL), referring vulnerable students to the appropriate support services
- Support the Safeguarding Team by responding to disclosures and attending professionals meetings
- To facilitate and encourage cooperation, communication and understanding between the school and home. This will involve working closely with parents, staff, social care and other agencies that support the welfare of children
- To lead and manage the coordination of safeguarding concerns and referrals, arranging action and reviewing services for pupils and families
- To closely support the development of Early Help and preventative support and interventions, including the completion of Strengths and Needs forms with families.
- Support the Safeguarding and Year teams in disseminating information on identified students across the school
- Contribute to multi-agency meetings where required, and liaise with external agencies and services that could support vulnerable students/families.
- To be fully aware of Safeguarding responsibilities.
- Support with all Safeguarding administrative tasks, for example risk assessments, transfer of files between schools, ensuring accurate record keeping.
- Implement Child Protection Policy and procedures
- Promote the safety and protection of all students and managing all specific child protection issues in school, out of school and online.
- Model and embed a culture of listening to students among all staff, ensuring that student's feelings are heard and that the school puts measures in place to protect them

JOB DESCRIPTION

Title of Post:

Deputy Designated Safeguarding Lead

Contract Terms:

Permanent, full time or part-time.

Grade:

Grade 9, Scale Point 23 - 26

Accountable to:

Designated Safeguarding Lead

- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families
- To carry out Strengths and Needs forms with families in an effort to provide preventative, early help
- support to vulnerable families, and to share with relevant professionals
- Provide accurate school data and liaise closely with children's social care and other professional services.
- To immediately report any concerns to the DSL relating to child protection, health and safety, security, confidentiality and data protection
- To produce and respond to complex correspondence from both families and other professionals
- Identify and adopt the personalised/ bespoke approach for students, ensuring necessary support and devising personalised strategies where required
- Facilitate regular contact with parents, such as meetings and written communication
- Disseminate bespoke student packages with actions, strategies, and recommendations to all relevant staff and to update them on assessments carried out on those students
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality

General Responsibilities:

- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos of Cheney School and the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

(E) Essential

(D) Desirable

Qualifications & Training

- Good general level of education with 4 GCSE Level 4 and above (including Maths and English). (E)
- ICT literate with good keyboard skills. (E)
- Evidence of recent continuing professional development. (D)

Experience, Skills and Knowledge

- Experience of working with secondary age children and/or pastoral support. (D)
- IT literate and confident using MS Office, including Excel and Word and Google Suite, including Google Docs and Google Sheets. (E)
- Experience of working in an educational environment in a multi academy Trust or large academy. (D)
- Ability to relate well to students and adults in a work environment. (E)
- Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently. (E)
- Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels. (E)
- Professional approach to duties and presentation. (E)
- Capacity to work during school holiday periods. (D)

Personal Attributes

- Ability to identify own training and development needs (D)
- A helpful, calm and organised manner. (E)
- The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion. (E)
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. (E)
- Record of good time management skills and ability to prioritise work effectively. (E)

Safeguarding

- Understanding of current statutory processes, procedures and associated documentation (E)
- Safeguarding training. (D)
- Mental health or counselling training. (D)

Safeguarding Statement

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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www.cheneyschool.org