

THE CHALK
HILLS ACADEMY

WHY WORK FOR THE CHALK HILLS ACADEMY?

ABOUT US

- £35 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- You'll be working alongside a collaborative, forward thinking Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- An academy 'Social and Wellbeing' team.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



WHAT OUR STAFF SAY

LEARNING SUPPORT ASSISTANT

My favourite part of the job is working with such a very diverse, motivated and responsive group of learners. Seeing the pupils progress both in their learning and personal development, giving them the confidence to transfer their newly acquired skills into further learning, is the most rewarding thing anyone can do.

MIDDLE LEADER

At The Chalk Hills Academy, every single child matters and every single child's future matters. Working with such a fantastic team of teaching colleagues, prepared to step in and deliver outstanding teaching to every single child matters; to give every single child that chance of a future full of opportunities.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



Dear Applicant,

I am delighted that you have shown an interest in working at The Chalk Hills Academy. The information in this booklet is designed to give you a flavour of the school and to inform your decision making. You can find out further information on our website at thechalkhillsacademy.co.uk.

The Chalk Hills Academy is a thriving and unique 11–18 school in the west area of Luton. The ethos of our school is a clear one: To provide all children with the highest quality of teaching of an excellent academic curriculum, which enables them to become highly educated and to be full and active participants of society. We do not make exceptions in our high aspirations. At Chalk Hills, we pride ourselves on providing a nurturing environment that also challenges pupils to achieve the highest academic standards.

Ofsted recognises the school as being a 'good school and good in all areas', confirming something we already know. While such affirmation is important, it is the pupils' own attitudes alongside the high-quality teaching provided by our staff that leads to them doing so well. We also know that to achieve our aims, strong partnerships and effective collaboration are essential. The school is part of Advantage Schools, a trust of 10 schools across Bedfordshire and the surrounding areas. We share our practice and beliefs to enable young people to achieve the very highest standards. A strong and effective partnership with parents also underpins the work we do in school to support our pupils and we look forward to working with you to achieve this.

Candidates for this role must be committed to outstanding, inclusive education and this will be a focus throughout the recruitment process. We are a centre of academic excellence, with an ambitious curriculum and a determination to keep teaching and learning at the heart of everything we do. Pupils attain strong outcomes and many progress to prestigious universities and apprenticeships.

We are equally committed to the personal development of our pupils and have a strong pastoral structure and an extensive extra-curricular programme to ensure our pupils have opportunities to experience 'Above and Beyond'.

I extend a warm invitation to you to visit us and see what makes our Academy a very special educational establishment. If you would like to arrange a visit, please do make contact.

Best wishes,

Cathy Barr
Deputy Chief Executive Officer



Cathy Barr
Deputy Chief Executive

VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, pupils and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.



Ofsted
...a good school



TEACHING & LEARNING AT THE CHALK HILLS ACADEMY

At The Chalk Hills Academy we have defined what excellence looks like and the behaviours required to achieve it. Our lessons consist of 5 parts, providing consistency and structure. A clearly thought-out lesson has set steps that need to be achieved, with parts in between to be filled with more knowledge through scaffolding and challenge. Engaging with pupils about expectations, content and outcomes also helps to boost pupil confidence in the current subject or topic.

At Chalk, we believe in teaching in bite-size chunks and checking for understanding throughout. We deploy various Assessment for Learning techniques to assess pupils' understanding of what has been taught. This includes question and answer and formative verbal and written feedback, including 'live marking'. We conduct regular re-cap quizzes to help pupils recall previously taught key objectives and memory content. This is done primarily during lesson starters.

We know that homework develops study habits and independent learning. At Chalk, pupils are expected to do homework in order to rehearse core knowledge. This can be tracked and monitored, not only by teachers, but also by parents and carers.

Our explicit teaching of effective study strategies prepares pupils for the requirements of independent study and revision as they progress higher up the school and beyond. Out of hours preparation sessions and the Homework Club allow pupils to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for pupils to track their progress over time, to report to parents, and to shape specific interventions for anyone who may fall behind.

We have a Teaching & Learning Team which includes Lead Practitioners who provide training and support to teachers at all levels, not because our teachers are not excellent already, but because we know we can always improve. We are research-informed and we prioritise sharing best practice and principles of high-quality teaching. Leaders at The Chalk Hills Academy are passionate about teaching and learning, teachers at The Chalk Hills Academy are passionate about their subject and pupils at The Chalk Hills Academy therefore develop the same passion for their subjects and for their journey of life-long learning.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!

The
National
College®



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

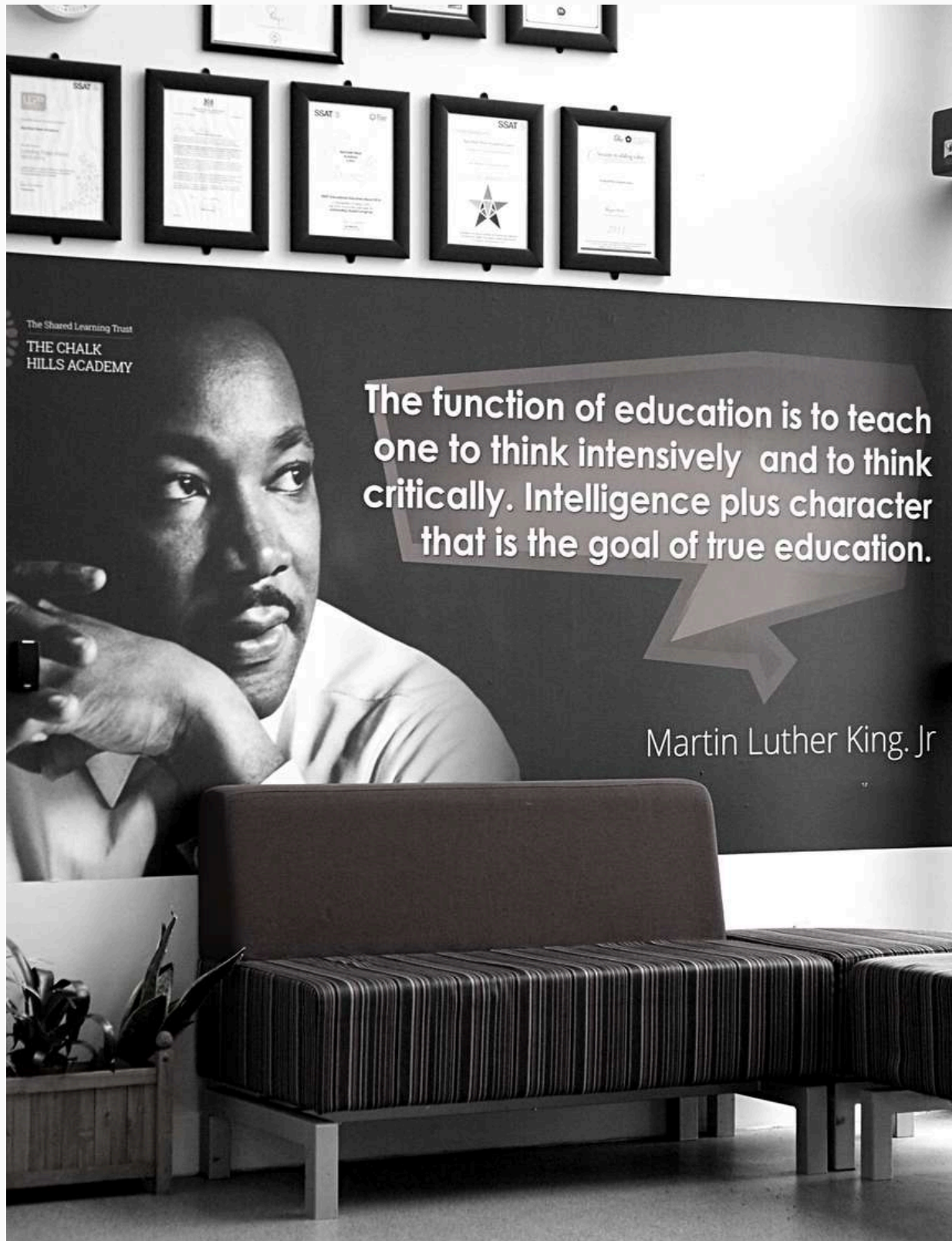
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



THE CHALK
HILLS ACADEMY



The Shared Learning Trust
THE CHALK
HILLS ACADEMY

The function of education is to teach
one to think intensively and to think
critically. Intelligence plus character
that is the goal of true education.

Martin Luther King. Jr

SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Deputy Designated Safeguarding Lead

We have an exciting opportunity at The Chalk Hills Academy for an experienced and proactive Deputy Designated Safeguarding Lead to join a thriving academy committed to providing a safe and nurturing environment for all students. We are seeking a Deputy Designated Safeguarding Lead with extensive knowledge of safeguarding legislation, policy, and best practice, and a deep understanding of multi-agency working.

You will be part of the dedicated and supportive inclusion team at The Chalk Hills Academy who work together to ensure that all our children are able to thrive in their learning, and that high standards of safeguarding are maintained within the academy. Making a team of three in our Safeguarding Team. Join us and make a meaningful impact on student welfare in a supportive and forward-thinking school community.

Key Duties

- To support the Designated Safeguarding Lead (DSL) in ensuring a robust safeguarding culture across the school
- To support the DSL in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- Managing child protection concerns and maintaining accurate records using CPOMS logging incidents, concerns, and actions.
- To work closely with Attendance and all Pastoral team members to help reduce the risk of identified pupils being excluded and monitor attendance of vulnerable pupils
- 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.
- To undertake home visits to the families of identified pupils who are in need to actively encourage parents and carers to attend all relevant meetings
- Raising the profile of safeguarding with the academy so that all teachers, students, parents and visitors are aware of safeguarding issues and referrals

The successful candidate will have

- Experience working in a safeguarding position in a school or educational setting
- Safeguarding Level 2 training - desirable
- English and Maths at GCSE grade A-C or equivalent
- Knowledge of legislation, government guidance and national frameworks for safeguarding children and adults at risk
- Experience in multi-agency working and handling sensitive information
- Understand the assessment process for providing early help and intervention
- Excellent IT skills and Proficiency in IT systems for recording and tracking safeguarding concerns
- Confidence in use of CPOMS for logging incidents and proficiency in navigating CPOMS dashboards, filters, and reporting tools to monitor patterns and trends.
- Proven ability to support vulnerable students and families
- Excellent verbal and written communication and listening skills
- Ability to write clear, factual, and objective records using appropriate safeguarding language
- High levels of empathy, discretion, and professionalism
- Commitment to inclusive practice and promoting student wellbeing

Job Specifics

Start Date: 5th January 2026

Salary: AS 15-20 FTE £30,334-£32,906 **pro rata £28,047-£30,425** dependent on experience

Contract: Permanent, Full-time, Term-time +5 INSET days plus 2 weeks, 41 wks per yr, 37.5 hrs per wk Mon-Fri 8am-4pm *flexibility will be required to meet the needs of the school & role

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Job Description

Job Title: Deputy Designated Safeguarding Lead

Main purpose

- To support the Designated Safeguarding Lead (DSL) in ensuring a robust safeguarding culture across the school, managing child protection concerns, and maintaining accurate records using CPOMS.
- Confident use of CPOMS for logging incidents, concerns, and actions.
- Ability to write clear, factual, and objective records using appropriate safeguarding language.
- Proficiency in navigating CPOMS dashboards, filters, and reporting tools to monitor patterns and trends.
- Understanding of CPOMS tagging and chronology features to ensure accurate case tracking.
- They will support the DSL 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.
- To work closely with Attendance and all Pastoral team members to help reduce the risk of identified pupils being excluded contribute of re- integration. To monitor attendance of vulnerable pupils.
- To undertake home visits to the families of identified pupils who are in need to actively encourage parents and carers to attend all relevant meetings.
- Raising the profile of safeguarding with the school so that all teachers, students, parents and visitors are aware of safeguarding issues and referrals

Duties and responsibilities

- Managing referrals
- Refer cases of suspected abuse to the local authority children's social care
- Ability to analyse safeguarding data to identify recurring issues or vulnerable pupils.
- Liaise with external agencies including Channel and local Prevent coordinators
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals
- Working with staff and other agencies
- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
 - Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
 - Act as a source of support, advice and expertise for staff
 - Understand the assessment process for providing early help and intervention
 - Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
 - Attend and contribute to child protection case conferences effectively when required to do so
- Training
 - Undergo training to develop and maintain the knowledge and skills required to carry out the role
 - Undergo Prevent training and be able to:
- Support the school or college in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation



- Undergo training on female genital mutilation (FGM) and be able to:
- Provide advice and support to staff on protecting and identifying children at risk of FGM
- Report known cases of FGM to the police, and help others to do so
 - Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
 - Obtain access to relevant resources
- Raise awareness
 - Ensure the school's child protection policies are known, understood and used appropriately
 - Ensure the safeguarding policy is available and easily accessible to everyone in the school community
 - Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
 - Be alert to the specific needs of children in need, those with special educational needs and young carers
 - Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
- Other areas of responsibility
 - Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
 - Model best practice and uphold the principles of confidentiality and data protection at all times
- The DDSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- During term time, the DDSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video calling in exceptional circumstances.
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the employee will carry out. The postholder may be required to do other duties appropriate to the level of the role.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure



PERSON SPECIFICATION

Job Title: Deputy Designated Safeguarding Lead

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none">English and Maths at GCSE grade A-C or equivalentEvidence of relevant CPD (Continuing Professional Development) relevant to the roleExperience working in a school or educational setting	<ul style="list-style-type: none">Level 2 Safeguarding trainingPrevent and FGM training
Knowledge & Experience	<ul style="list-style-type: none">Understanding of <i>safeguarding legislation and guidance</i> (e.g., KCSIE, Working Together to Safeguard Children)Confident use of CPOMS for logging incidentsProficiency in navigating CPOMS dashboards, filters, and reporting tools to monitor patterns and trends.Proficiency in <i>IT systems</i> for recording and tracking safeguarding concernsRefer cases of suspected abuse to the local authority children's social careProven ability to <i>support vulnerable students</i> and familiesExperience in <i>multi-agency working</i> and handling sensitive informationUnderstand the assessment process for providing early help and intervention	<ul style="list-style-type: none">Additional safeguarding or mental health certifications
Skills/Abilities	<ul style="list-style-type: none">Excellent communication and listening skillsAbility to build trust with students, staff, and familiesHigh levels of empathy, discretion, and professionalismCommitment to inclusive practice and promoting student wellbeing	
Special Requirements		