

Welcome to

Dedworth



Middle



WELCOME TO DEDWORTH MIDDLE SCHOOL

Mrs Chandler Headteacher



On behalf of Windsor Learning Partnership, Dedworth campus, governors and staff, I would like to thank you for your interest in working at Dedworth Middle School. I am proud to be the Executive Headteacher here, having taken up the post in September 2020. My priority is to ensure Dedworth Middle School continues to aim to become an outstanding school where every child can achieve their full potential in their academic, creative, personal, physical and moral development. Our focus is all about enabling children to ACHIEVE – to learn and make progress experiencing the highest quality teaching and learning within a happy, safe and secure environment. Happiness at school will lead to good progress and attainment and this is paramount to my vision. We are on an amazing journey which was validated by Ofsted and Challenge Partners. I feel so privileged to lead such an amazing team and am delighted that you are considering joining our wonderful school that I feel so passionate about.

Dedworth Middle School is a successful school and we are very proud of the achievements of all our pupils and staff. We believe in building excellent relationships with all our stakeholders and are always committed to high standards. We have built on an established culture of aiming high, and always going the extra mile. Whilst we are very proud of some excellent and outstanding practice, we know that reports and results are only part of the story. We use inspection and monitoring reports to plan ahead and focus on what we need to improve: we are committed to proactively addressing any development areas and therefore driving the school onto bigger and better things. At Dedworth, we enjoy some excellent facilities in well-maintained grounds but people and ethos make a school, not buildings! We are a happy school who believe in offering excellent learning, teaching and leadership for all; pupils are at the very heart of everything we do here!

Mrs Nicola Chandler
Executive Headteacher of Dedworth Campus



We are a fully inclusive middle school, currently with 520 pupils on roll aged from 9-13. At Dedworth Middle School, we pride ourselves on our inclusive ethos and strong sense of community. You'll be part of a supportive team that values collaboration, professional development, and the wellbeing of both staff and pupils. We work in an environment where opportunities are limitless, the children are supported, and outcomes always consider the whole child. We continue to aim for the highest of standards and provide a friendly and hardworking team.

We are part of the Windsor Learning Partnership which includes Windsor Girls' School, The Windsor Boys' School, Clewer Green CofE First School, Oakfield First School and Dedworth Green First School. In the heart of The Royal Borough of Windsor & Maidenhead, Dedworth Middle School has a strong reputation for being a community school with happy, successful pupils and a proven track record for high quality professional development. 'The why is behind every decision, and this always takes pupils into consideration and us as staff. It is a happy and lovely place to work and thrive.' Ofsted, June 2022.



SAFEGUARDING AND WELLBEING CO-ORDINATOR

We are seeking a dedicated Safeguarding and Wellbeing Co-ordinator to join our team. Are you passionate about supporting students' well-being and safeguarding needs? This is a key role in promoting the wellbeing, safeguarding, and personal development of our pupils, ensuring every child feels safe, supported, and ready to thrive. Join us in fostering a nurturing environment where every student thrives. We would love to hear from you if you are empathetic, organised and committed to making a difference in students' lives.

About the Role

As Safeguarding and Wellbeing Co-ordinator, you will:

- Lead on outstanding safeguarding and child protection as Deputy Designated Safeguarding Lead.
- Be the first point of contact for families and external agencies, building strong, professional relationships.
- Oversee and implement the school's pastoral support programmes and policies.
- Monitor pupils' social, emotional, and mental health needs and coordinating interventions.
- Contribute to staff training and the development of a positive, inclusive school culture.

This is a varied and rewarding role where no two days are the same. You will work closely with the Inclusion Team, senior leaders, and external professionals to ensure the highest standards of care and support for our pupils.

About You

We are looking for someone who:

- Has experience in a school, educational setting, police or social work environment.
- Demonstrates strong knowledge of safeguarding and child protection.
- Is highly organised, resilient, and able to manage multiple priorities.
- Communicates effectively with children, parents, and professionals.
- Brings empathy, positivity, and a genuine commitment to improving outcomes for young people.

Essential qualifications include 5 GCSEs (A–C) including English and Maths. Experience of working with external agencies and excellent administrative skills are also key.



Hours: Term time only. 37 hours a week. Permanent.

Salary: £33,902 - £36,226 FTE, pro rata. (Actual £28,803 - £30,777).

Required ASAP

To get a feel for who we are and what we stand for, please visit www.dedworthmiddle.co.uk. If you have any questions about the role, please contact Mrs Kelly Mealing, PA to the Headteacher on kel.mel@dedworthmiddle.co.uk for more information. You are very welcome to contact us for an initial visit; we would be pleased to meet you.

As a Windsor Learning Partnership, we are committed to safeguarding children and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Disclosure and Barring Service (DBS) checks along with other relevant pre-employment checks. CVs will not be accepted in place of an application form.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Closing date: 01/12/2025



SAFEGUARDING AND WELLBEING CO-ORDINATOR

JOB PURPOSE

- To deputise for the Designated Safeguarding Lead (Deputy Designated Safeguarding Lead) and lead responsibility for safeguarding and child protection.
- To be the first point of contact and liaison between families and other children's agencies, such as social services or child health.
- Ensure the effective implementation and operation and weekly timetabling of the school's pastoral support programmes.
- Ensure the effective implementation and operation of the school's pastoral policy.
- To work with Inclusion Team and outside agencies to support the Social Emotional, Mental Health provision across the middle school.

KEY AREAS OF IMPACT

Operational:

- Ensure effective communications with parents and/or carers and relevant professionals is promoted and maintained.
- Lead on outstanding safeguarding and child protection within the school.
- Contribute to in-service training for teachers, support staff and trainees.
- Contribute, when needed, to writing and monitoring Individual Education Plans (IEPs).
- Oversee the system for monitoring individual pupils' pastoral needs in school, liaising as appropriate with parents, form tutors, teachers and Head(s) of Year.
- To maintain and update the Child Protection information files.
- As a deputy DSL, attend courses and meetings and disseminate information to relevant staff including child protection & safeguarding, core groups and child protection review meetings, child-in-need planning & review meetings, LAC meetings, MAM meetings – liaise with relevant professionals, complete minutes, complete referrals for new interventions & monitor these, E-caf.
- To assist in the review and update of policies and procedures with regard to ECM.
- To monitor the social and emotional well being of students and raise awareness through assisting with the PSHE programme, developing a coherent and co-ordinated plan and implementing appropriate support and intervention such as restorative intervention, ELSA.
- To implement appropriate SEAL objectives and raise awareness of the vital role of self esteem in the learning process.
- Liaise with appropriate authorities and Headteacher/HoY on matters relating to attendance and managed transfers.
- To monitor/track strategies such as mentors as a whole school approach to raise standards and improve behaviour.
- To assist with the transfer of safeguarding information for Y4 pupils joining the school and also for in-year transfers and pupils leaving.
- To write or contribute to the preparation, implementation and review of inter-agency CP plans/MASH/Strategy meetings etc.

SAFEGUARDING AND WELLBEING CO-ORDINATOR

Administrative:

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports.
- To produce and maintain case studies and safeguarding files.

Additional responsibilities:

- To manage referrals relating to cases of suspected abuse to the appropriate bodies as required.
- To refer cases to the Channel programme where radicalisation is a concern.
- To refer cases to appropriate bodies where a person is dismissed due to risk/harm to a child.
- To inform the Headteacher of issues especially under section 47 of the Children Act 1989 and police investigations.
- To lead on Prevent awareness training.
- To ensure the Child Protection Policy is reviewed annually and is publicly available.
- To maintain accurate and up to date records of all child protection files and arrange secure transfer of files as necessary.
- To support the transition process for new pupils and pupils at the end of their school year by providing accurate information.
- To lead on CP training and be responsible for the induction of new staff in matters relating to safeguarding.

SAFEGUARDING

Windsor Learning Partnership is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To continue personal development as agreed.

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

SAFEGUARDING AND WELLBEING CO-ORDINATOR

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
5 GCSEs A-C including English and Maths	X	
Experience, Skills and Knowledge		
Experience of a working in a school/other educational establishment or social work	X	
Knowledge and experience of safeguarding and Child Protection	X	
Knowledge of the range of pastoral issues facing pupils		X
A keen interest in supporting children	X	
Experience of developing excellent, professional relationships	X	
Experience dealing with external agencies and making referrals	X	
Excellent administration skills	X	
Personal Skills and Qualities		
Strong commitment to raising standards	X	
Highly organised with excellent attention to detail	X	
Quick-learner	X	
Self-motivated, able to work with minimum supervision and prioritise tasks	X	
Good team player	X	
Enthusiastic, friendly, professional and approachable	X	
Effective communication and interpersonal skills with adults and children	X	
Empathy with pupils and parents	X	
An attitude which demonstrates resilience, positivity and perseverance.	X	
Positive personal behaviour and positive attitudes towards all members of the school community, including when under pressure	X	