



**ATHENA**  
LEARNING TRUST

# Safeguarding & Welfare Officer

Applicant Pack

**Closing date:**

12/06/2026

**Interview date:**

TBC



## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	Safeguarding & Welfare Officer
<b>School Base:</b>	Camborne Science and International Academy
<b>Closing Date:</b>	12/06/2026
<b>Interview Date:</b>	TBC
<b>Vacancy Start Date:</b>	ASAP
<b>Contract Type:</b>	Permanet, 37 hours weekly
<b>Salary:</b>	£27,616 - 30,583 FTE

## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Benefits:** Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## **Role Summary**

To lead, champion, and manage all aspects of child protection and the safeguarding needs of learners in full compliance with Keeping Children Safe in Education September 2025, Working Together to Safeguard Children 2023 and CSIA Safeguarding Policy.

This role involves managing accurate and confidential safeguarding records via MyConcern, initiating and coordinating referrals to outside agencies, and actively participating in multi-agency meetings.

The role is central to working directly with vulnerable learners and their families to promote well-being and prevent harm, ensuring robust compliance with all relevant legislation and guidance.



## What you will be doing

### Build Knowledge

- To attend and actively participate in Child Assessments, Strategy Discussions, and Review meetings.
- To complete professional assessments of need and risk in respect of parents and carers, using the Local Authority procedures for children in need and significant harm.
- To assist on safeguarding training within the school.
- To undertake such other training and/or hours of work as may be reasonably required.
- To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.

### Build Trust

- To encourage good practice by promoting and championing the child protection and safeguarding policy and procedures.
- To respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To work directly with children in need and their families in order to promote, strengthen and develop the potential of parents/carers and their children.
- To maintain confidentiality at all times.
- To work in accordance to the school's equality policy
- Children in Care: to develop strong working relationships with CiC and their carers and wider network.
- Children in Care: to be the main point of contact for carers and young people who are Children in Care (CiC) and Previously Looked After (PLAC).



## What you will be doing

### Prioritisation

- To undertake the role of Designated Safeguarding Lead (DSL) and meet requirements for the role in full.
- To coordinate the multi-agency approach to prevent and address child protection issues and children in need.
- To ensure full compliance with Keeping Children Safe in Education September 2025, Working Together to Safeguard Children 2023 and CSIA Safeguarding Policy

### Clarity and Energy

- To liaise with statutory agencies and ensure they have access to all information for a child.
- To initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- To attend Intervention and Inclusion (I&I) and Multi-Agency Planning meetings.
- To liaise and coordinate with colleagues and outside organisations.
- Children in Care: liaising with social workers, the Virtual School, advocacy.

### Follow Up

- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To ensure that all safeguarding records are filed according to record-keeping protocols within MyConcern.
- To attend Intervention and Inclusion and Multi-Agency Planning meetings, undertaking actions to meet the needs of learners and monitoring the interventions for impact.
- To liaise and coordinate with colleagues and outside organisations and to coordinate and monitor all referrals and recommendations with the academy.
- Children in Care: to complete termly PEP meetings and represent a school perspective at CiC reviews.
- To ensure that all responsibilities regarding Children in Care are fulfilled.

## How you will be doing it

### **Dream Big**

- Deliver value opportunities for world class education for all students

### **Take Responsibility**

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

### **Be Kind**

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

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. You could reasonably be asked to work out of our partner sites to support where required.





## Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good experience of IT skills

## Experience

- Experience of working with children including work within Child Protection and multi-agency liaison.
- Experience of working effectively with parents of children/young people.

## Specialist Knowledge

- Knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality.
- Knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and families.
- Ability to summarise clearly and concisely and articulate proposals.
- Ability to produce concise and complex reports.
- An understanding of the Early Help process

## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.