



Recruitment Guide

Safeguarding Officer

Location: King's Leadership Academy
Liverpool

Contract: Permanent, TTO

Actual Salary: £31,458 - £33,038

Start Date: ASAP



WELCOME TO THE GREAT SCHOOLS TRUST

"Excellence is not a destination – it is who we are, every day."

Welcome to Great Schools Trust, where belief in every child's potential meets the daily habits that make success inevitable. In our schools, excellence is not left to chance. It is embedded through clear routines, ambitious teaching, compassionate leadership and a culture where character matters.



Our Mission:

To develop in every student the academic skills, intellectual habits, qualities of character, and leadership traits necessary to become a successful, healthy citizen in the global community.



Our Vision:

To build a family of outstanding academies where all students, irrespective of their starting points, flourish, are happy and achieve their full potential.



Our Values – ASPIRE

- Aspiration
- Self-awareness
- Professionalism
- Integrity
- Respect
- Endeavour

Our Pillars of Excellence:



People & Leadership –

Growing exceptional leaders who inspire, empower and deliver.



Character & Leadership –

Building resilience, integrity and aspiration through values-led education.



Educational Transformation –

Relentlessly improving teaching and learning for every child.



AI & Future Learning –

Harnessing innovation and technology to personalise and future-proof learning.



System Leadership –

Driving improvement across schools with trust-wide accountability and collaboration.



Educational Partnerships –

Working with families, communities and global partners to extend opportunity.

National Recognition:

- National Behaviour Hub Lead MAT
- Edurio Top 10 for Staff Satisfaction (2024)
- Most Improved MAT in the Northwest for Progress 8 (2023–24)
- Home to the IPCL: The Institute of People, Character & Leadership

WELCOME FROM THE CEO

Shane Ierston Chief Executive Officer



At the Great Schools Trust, we hold a simple belief: our staff deserve the space, support and trust to do what they came into this profession to do. To inspire young minds and to shape the future with hope and purpose.

This year has reminded us of the extraordinary things that happen when we work together with shared belief and a deep commitment to helping every child flourish. Innovation has been at the heart of this, especially our new AI-powered assessment platform, which is now rolling out across the Trust. It is already saving teachers hundreds of hours each year. That is not just a technological achievement. It is time genuinely returned to you.

Less pressure, fewer late nights and more energy for the work that truly matters.

No educator enters this profession expecting to battle endless admin. They choose this path because they care. Our responsibility, as a Trust, is to make sure you can keep doing what you love, supported, valued and encouraged every step of the way.

Over the past year, we have continued to build a culture where people feel heard, respected and safe to grow. Our recent Edurio survey placed us in the top ten trusts nationally for staff wellbeing and organisational values. This reflects the warm relationships, thoughtful leadership and collective purpose that define our community. It also speaks to the consistency across our family of schools. All our academies are judged Ofsted Good or higher, something we are proud of because it represents the everyday dedication of our staff.

As our people thrive, so do our students. Across our academies, we are seeing outcomes that challenge expectations and transform futures.

With 70 percent of students entering the English Baccalaureate and several schools closing the Progress 8 gap between disadvantaged and non-disadvantaged students, our belief in social mobility is more than a vision. It is becoming a reality.

If you are considering joining us, we would love you to know this: you are not just stepping into a job. You are joining a community. A community that invests in you, trusts you and stands beside you. You will be welcomed into a family that celebrates your strengths, supports your growth and believes in the difference you can make.

Credo, Credimus:
"I believe, we believe."

We believe in every child.
We believe in every member of staff.
And we believe in what we can achieve together.

Shane Ierston, CEO

Shane Ierston





WELCOME FROM THE PRINCIPAL

Scott Cordon
Principal of Liverpool



Since taking up the post of Principal at Easter 2023, it has been a privilege to lead King's Leadership Academy Liverpool through a period of rapid and meaningful transformation. Our school has gone from strength to strength, with notable improvements in student achievement, behaviour, attendance, and wider enrichment. We are a school on the rise, and the momentum is unmistakable.

King's Liverpool is a school of ambition, built on the foundations of belief. As a non-selective academy delivering a grammar-style education, we combine academic rigour with deeply held values. Our students are expected to aim high, work hard and conduct themselves with integrity, and we are proud to say they do.

Our vision is simple yet powerful: to develop in every student the academic skills, intellectual habits, strength of character, and

leadership qualities to succeed at the highest levels. We want our students not just to do well in exams, but to flourish as confident, responsible citizens in tomorrow's world.

This belief is captured in our motto, *Credimus*—we believe. We believe every child can succeed, regardless of background. We believe great teaching changes lives. And we believe it is the role of every adult in the academy to turn that belief into reality, every single day.

Since Easter 2023, we have seen:

- Strong improvements in attendance and punctuality.
- A significant uplift in student outcomes and effort across all year groups.
- More students than ever are involved in leadership programmes, enrichment, and cultural capital experiences.
- Exceptional engagement with our Aspire values—Achievement, Self-Awareness, Professionalism, Integrity, Respect and Endeavour.
- A growing reputation across the city for high standards and high support.

At the heart of our success is a rigorous, ambitious curriculum and an extended school day designed to close gaps, broaden horizons, and challenge all learners to aim higher. Our House system ensures every

student feels known and valued, while our character and leadership programmes—RAF Cadets, DofE, university visits, cultural events—equip students with the skills and experiences to thrive in life beyond school.

What truly distinguishes King's Liverpool, though, is our people. We recruit professionals who believe in discipline with warmth, who balance ambition with compassion, and who hold every student to the highest standard without excuse. In return, we invest in our staff: weekly CPD, access to national qualifications, leadership development, and clear routes to progression. If you are serious about growing your career and transforming lives, this is a school where you can do it.

We are building something exceptional. And if that excites you, I warmly encourage you to come and visit us.

To arrange a visit, please contact:
admin@kingsliverpool.com
We would be delighted to welcome you.

Kind regards,
Scott Cordon



KING'S LEADERSHIP
ACADEMY LIVERPOOL

King's Liverpool. The place to be

School Moving Fast and Getting Results

- One of the most improved schools nationally, with rapid gains in attendance, behaviour and outcomes since Easter 2023.
- A growing community of 950+ students, driven by clear routines, high expectations and consistency.
- A leadership team that acts quickly, backs staff and focuses relentlessly on impact.

Academic Excellence Without Barriers

- A grammar-style curriculum that is unapologetically ambitious, without selection.
- An extended school day used purposefully: targeted intervention, structured enrichment and no wasted time.
- Knowledge-rich teaching, explicit instruction and a culture where learning comes first.

Behaviour That Protects Learning

- Calm, disciplined classrooms built on clarity, consistency and follow-through.
- High standards upheld daily, so teachers can teach, not firefight.
- Warmth and care alongside structure: students feel safe, known and challenged.

Character and Leadership, Not Bolt-Ons

- ASPIRE values lived daily, not laminated on walls.
- RAF Cadets, Duke of Edinburgh, university visits and cultural capital woven into the curriculum.
- We develop students who can lead themselves and others, whatever their starting point.

A Place to Build a Serious Career

- Weekly, high-quality CPD focused on classroom practice.
- Funded NPQs, leadership pathways and real development opportunities.
- Clear progression routes and secondments across the Trust.
- A culture where staff are trusted, coached and developed. Not micromanaged.

Why People Stay

- Purposeful leadership, visible every day.
- High standards matched with genuine support.
- A shared belief: every child can succeed and every adult can keep improving.





About the Role

Location: King's Leadership Academy Liverpool

Contract: Permanent

Reports to: Designated Safeguarding Lead

Salary: Scale SO2. Points 26 – 28. 26 £37,280 – 28 £39,152 FTE

Starting scale point is 26 for those new to this role.

Actual: £31,458 – £33,038

Hours: 37 Hours per week, term-time only

Start Date: ASAP

We are seeking a skilled and compassionate Safeguarding Officer to join the safeguarding team at King's Leadership Academy Liverpool. Reporting to the DSL, you will provide responsive, child-centred support that helps ensure every student feels safe, heard and able to thrive. Acting as a trusted first point of contact, you will respond to concerns with professional curiosity, sound judgement and sensitivity, assessing risk and taking timely action to protect and support students and their families.

Working closely with colleagues and external partners, you will manage referrals, contribute to multi-agency meetings and maintain accurate, confidential safeguarding records using CPOMS. The role will support a wide range of safeguarding priorities, including online safety, attendance-related vulnerability, early and family help, children in care, young carers and students transitioning into the academy. You will also help strengthen safeguarding practice through staff training, student education, effective systems and the monitoring of emerging concerns.

This is an important and rewarding opportunity for an organised, resilient and approachable professional who can remain calm when managing complex and sensitive situations. You will build positive relationships with students, families, colleagues and partner agencies while modelling integrity, discretion and the highest professional standards. Above all, you will share our belief that safeguarding is everyone's responsibility and make a visible contribution to the academy's warm, inclusive and aspirational culture.

Job Description

1) Safeguarding and Case Management

- Respond to safeguarding and child protection concerns, disclosures and referrals.
- Assess risk and identify appropriate action.
- Support the DSL with case management and review.
- Maintain a child-centred approach, ensuring the student's voice remains central.
- Provide safeguarding advice to students, families and colleagues.
- Respond calmly and professionally to urgent or complex situations.
- Maintain clear professional boundaries.

2) Referrals and Multi-Agency Working

- Make referrals to Children's Social Care, Family Help, police and other agencies.
- Attend and contribute to strategy meetings, child protection conferences, core groups, child-in-need meetings and statutory reviews.
- Prepare accurate reports within required timescales.
- Complete Family Help assessments and act as lead professional where appropriate.
- Build effective relationships with statutory, voluntary and community services.
- Coordinate support with internal and external professionals.

3) Recording and Confidentiality

- Maintain accurate and timely safeguarding records on CPOMS.
- Record concerns, decisions, actions, referrals and outcomes.
- Monitor patterns, emerging risks and outstanding actions.
- Produce safeguarding data and reports as required.
- Handle sensitive information securely and confidentially.
- Share information appropriately and proportionately.

4) Policy, Systems and Practice

- Support the development and review of safeguarding policies and procedures.
- Promote consistent safeguarding practice across the academy.
- Keep up to date with legislation, statutory guidance and local procedures.
- Share relevant safeguarding updates with colleagues.
- Contribute to audits, reviews and quality assurance.
- Identify risks, gaps and areas for improvement.

5) Training and Safeguarding Education

- Support safeguarding training for staff.
- Deliver safeguarding information through assemblies, group work and individual sessions.
- Help students understand risks, protective behaviours and how to seek help.
- Contribute to academy events where safeguarding guidance is required.
- Complete and maintain Level 3 safeguarding training.
- Take part in relevant professional development.

6) Support for Vulnerable Students

- Provide targeted support for vulnerable students and families.
- Support children looked after, including PEP meetings and statutory reviews.
- Advocate for young carers.
- Work with attendance colleagues where absence presents a safeguarding risk.
- Complete welfare calls and home visits where appropriate.
- Support students with SEND where safeguarding concerns are present.
- Ensure support is inclusive, respectful and responsive to individual need.

7) Online Safety

- Respond to online safety concerns.
- Support academy filtering and monitoring arrangements.
- Review alerts, escalate concerns and ensure follow-up action.
- Promote safe online behaviour among students, staff and families.
- Remain alert to emerging risks, including exploitation, abuse, neglect and radicalisation.

8) Student Transition

- Support safe transition into, within and out of the academy.
- Attend transition meetings with schools, providers and external agencies.
- Obtain, review and transfer safeguarding information securely.
- Ensure known risks, vulnerabilities and support needs are shared promptly.

9) Relationships and Teamwork

- Build positive and appropriate relationships with students.
- Communicate sensitively with parents and carers.
- Work closely with safeguarding, pastoral, attendance, SEND and teaching teams.
- Provide clear and professional advice to colleagues.
- Contribute to a supportive and solution-focused safeguarding culture.
- Treat all individuals with dignity, respect and fairness.

10) Equality and Inclusion

- Promote equality, diversity and anti-discriminatory practice.
- Consider individual needs, identity, background and lived experience.
- Challenge harmful or discriminatory behaviour.
- Help create an environment where all students feel safe, respected and heard.

11) General Responsibilities

- Follow Trust and academy policies and procedures.
- Maintain high standards of integrity, confidentiality and conduct.
- Contribute to a safe and positive academy environment.
- Promote the values and reputation of the academy and Great Schools Trust.
- Participate in supervision, training and performance management.
- Undertake other duties appropriate to the grade and responsibility of the role.

This job description outlines the general nature and responsibilities of the role and is not an exhaustive list. The postholder may be required to undertake other duties appropriate to the role as directed by the Principal or line manager.

Person Specification

Category	Essential	Desirable
Qualifications & Training	- GCSE English and Mathematics at Grade 4/C or equivalent. - Level 3 safeguarding training, or willingness to complete it. - Prevent duty and Channel awareness training, or willingness to complete. - Commitment to ongoing professional development.	- Safeguarding or child protection qualification. - Relevant degree or professional qualification.
Experience	- Experience handling safeguarding concerns and complex cases. - Experience assessing risk and making referrals. - Experience working with children, families and external agencies. - Experience attending multi-agency meetings. - Experience providing safeguarding advice or support.	- Experience in a school or education setting. - Experience completing Family Help assessments. - Experience supporting children looked after, young carers or vulnerable pupils. - Experience delivering safeguarding training.
Skills & Knowledge	- Knowledge of safeguarding and child protection guidance. - Understanding of referral routes and information sharing. - Knowledge of confidentiality and data protection. - Understanding of online safety and emerging risks. - Awareness of professional boundaries.	- Knowledge of CPOMS or a similar system. - Knowledge of filtering and monitoring arrangements. - Understanding of attendance and transition procedures.
Professional Skills	- Strong communication and interpersonal skills. - Accurate record-keeping and report writing. - Good organisation and time management. - Ability to assess risk and make sound decisions. - Ability to remain calm under pressure. - Good IT skills. - Ability to work independently and as part of a team.	- Experience analysing safeguarding data. - Confidence delivering staff or student sessions. - Experience supporting audits or policy reviews.
Personal Qualities	- Strong commitment to safeguarding children. - Approachable, compassionate and professional. - Discreet, reliable and trustworthy. - Emotionally resilient. - Good judgement and integrity. - Team-focused and solution-oriented. - Commitment to equality, inclusion and the values of the academy and Trust.	- Experience contributing to a strong safeguarding culture. - Understanding of a diverse school community.

Staff Benefits & Wellbeing

At our Trust, we are committed to creating an exceptional working environment where staff feel valued, supported and empowered to thrive. We believe that investing in our people is the foundation of outstanding education.

A Trust That Prioritises Staff Wellbeing

- A culture where staff wellbeing underpins decision-making
- Strong pastoral support and leadership that genuinely listens
- A collaborative, family-oriented environment across all academies

Professional Benefits & Career Development

- Highly competitive salaries that reward excellence
- Access to CredimusAI, saving significant time and reducing workload
- A personal device for all teaching staff to support professional practice
- Weekly leadership link meetings to support development and progression
- Clear career pathways, with rapid promotion for the right candidates
- Trust-wide collaboration, sharing expertise and supporting other schools
- Strategic input into our new building, shaping facilities for future generations

Health, Wellbeing & Personal Support

- Benenden Health membership (optional £15.50 per month), with day-one access to:
 - 24/7 GP and mental health helplines
 - Specialist advice for adult care, neurodiversity and disability
 - Fast access to diagnostics, physiotherapy, mental health support and cancer advice
 - Support for tuberculosis and selected surgical procedures (subject to eligibility)
 - No medical checks, excess fees or age-related pricing
 - Option to add family members at additional cost
- BUPA Employee Assistance Programme (Trust-funded), providing:
 - Counselling and emotional wellbeing support
 - Legal, financial and family care advice
 - 24/7 confidential assistance
- Generous occupational sick pay, maternity/paternity provision and family-friendly policies

Financial, Lifestyle & Community Benefits

- Cycle to Work salary sacrifice scheme
- Membership of the Teachers' Pension Scheme or Local Government Pension Scheme
- Opportunities to engage with the local community through fundraising and charity work
- The chance to contribute to trust-wide culture, innovation and school improvement





How To Apply

Submit your application via [Our Website](#)

For an informal conversation about the role or to arrange a tour of our academy, please contact our Operations Manager, Rebecca Denobrega at r.denobrega@kingsliverpool.com or 0151 727 1387.

Appointment, Compliance & Safeguarding

Appointment, Terms & Compliance

This appointment is made by the Local Academy Council on behalf of the Great Schools Trust. The Job Description forms part of the contract of employment and may be reviewed as the role or organisational needs change, following consultation. The Trust will make reasonable adjustments to support applicants and employees with disabilities.

The Trust is a licensed Skilled Worker Visa sponsor and may offer sponsorship subject to eligibility and the requirements of the role.

Safeguarding & Pre-employment Checks

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment. As part of safer recruitment, interviews will explore motivation to work with children, ability to maintain professional boundaries, emotional resilience and attitudes to authority and behaviour management.

Pre-Employment Checks

Any offer of employment is conditional upon the successful completion of the following:

- Proof of identity, address and right to work in the UK
- Two satisfactory references, including the most recent employer
- Verification of relevant qualifications
- Enhanced DBS check with barred list check
- Prohibition from teaching check
- Section 128 check (for management roles)
- Overseas police checks (where applicable)
- Occupational health clearance
- Satisfactory completion of the probationary period

Ongoing Compliance

The postholder must comply with Trust policies, including the Staff Code of Conduct, Safeguarding and Child Protection Policy, and Staff Communication and Social Media Policy. Responsibilities may be reviewed periodically in line with Trust and academy priorities.



KING'S LEADERSHIP

ACADEMY LIVERPOOL

