



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet Safeguarding Officer

COCKBURN SCHOOL

Specialist status in the Performing Arts



**COCKBURN
JOHN CHARLES ACADEMY**



**COCKBURN
LAURENCE CALVERT ACADEMY**



**COCKBURN
INGRAM ROAD ACADEMY**



FOOTSTEPS
to success



**MIDDLETON
PRIMARY SCHOOL**



**COCKBURN
REACH ACADEMY**



 **MINDFUL
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – Safeguarding Officer

Post:	Safeguarding Officer
Required:	ASAP
Pay scale and salary:	C1, SCP 17
Contract Type:	Permanent
Hours of work:	37 hours per week, term time only plus 5 additional training days

Accountable to: Deputy/Assistant Headteacher

Purpose of Role:

To play a key role in the ongoing health and welfare of students across the academy managing the coordination of safeguarding referrals, arranging action and reviewing services for children and families.

Main Duties:

- Respond appropriately to disclosure or concerns across the academy, managing the coordination of safeguarding referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and report were required
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm
- Where required liaise with statutory agencies and ensure they have all access to all necessary information
- To initiate and refer students to outside agencies and coordinate multi-agency referrals
- To liaise with academy staff in initiating early help support for families
- Work closely with the cluster Targeted Service Leader
- In the absence of the DSL deputise as the DSL lead professional
- To ensure vulnerable students are supported appropriately and sensitively and that all actions assigned to the academy from planning and intervention meetings are successfully carried out
- To manage the administration of CPOMS and liaise with key staff
- To collate and produce statistical information with regards to safeguarding students

- Attend and participate in all meeting related to Child Protection and Child in Need, including the and Planning and Review meetings. Whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours
- Plan and 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. Take the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy
- To liaise and coordinate with colleagues and outside organisations regarding Early Help Assessments and to coordinate and monitor all referrals and recommendations with the academy
- Develop and maintain a register of students who are "at risk", these include all students with a child protection plan, child in need plan, children looked after and an Early help plan
- To assist with the transition process for Y7 intake with other key colleagues
- To liaise with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of safeguarding and medical information for the new intake
- To carry out general admin duties as directed by the Head of School/Executive Headteacher
- Undertake other reasonable duties (with competence and experience) as requested by the Head of School in accordance with the changing needs of the organisation

Any other duties and responsibilities:

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<u>QUALIFICATIONS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Grade C/4 or above in GCSE English	*		A/Q
Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	*		A/Q
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.		*	A/S
<u>KNOWLEDGE/SKILLS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Strong administration skills	*		A/Q/R/S
Excellent communication and listening skills	*		A/R/S
Ability to respect and maintain confidentiality	*		A/R/S
Ability to deal with completing priorities	*		A/Q/R/S
Working knowledge of standard computer packages (word processing, email and spreadsheets)	*		A/Q/R/S
Good time management and organisation skills	*		A/R/S
Maintain up to date knowledge of the exams process	*		A/Q/R/S
Ability to relate to students in a pleasant manner and to recognise potential child safeguarding issues	*		A/R/S
Understanding of academy child safeguarding procedures		*	A/R/S
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Experience of working in a school environment	*		A/R/S
Previous experience of working in a child protection/safeguarding role	*		A/R/S

PERSONAL QUALITIES	Essential	Desirable	MOA
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Excellent communicator	*		A/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
Cockburn Multi-Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

What qualifications do I need to reach my goal?

GCSES, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

National College resources

Teaching and learning, pedagogy, SEND, admin, finance, staffing, recruitment, facilities, H&S

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

Our values and ethos

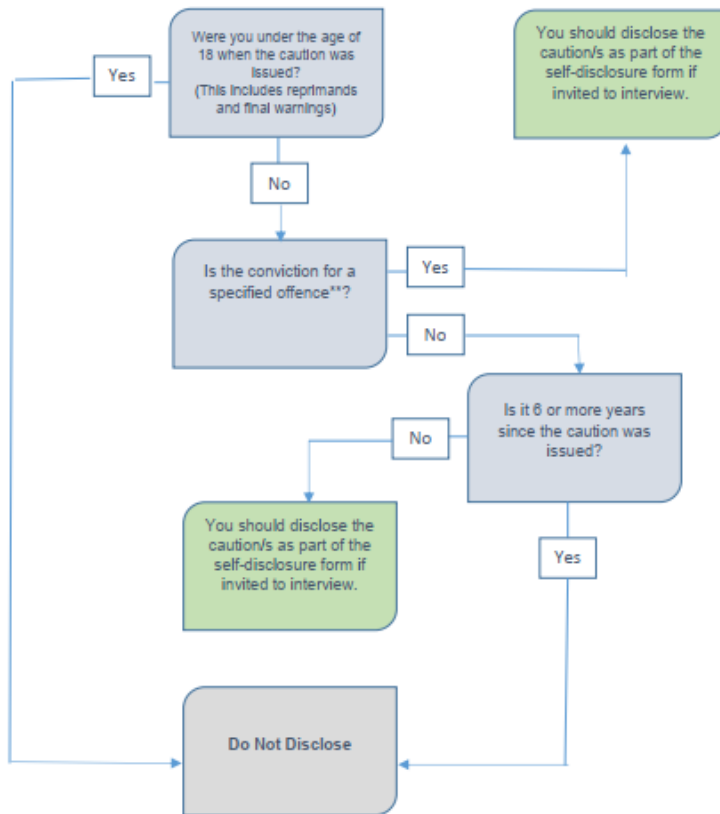
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution (this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

