



Information for Applicants

Safeguarding Officer

Part Time 37 hours term time

Permanent

Grade F

**Salary £23,625-£25,194
(actual salary)**

Apply [HERE](#)

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Dear applicant,

Thank you for expressing an interest in applying for the post of Safeguarding Officer.

This is an exciting opportunity for an experienced and enthusiastic Safeguarding Officer to join our team. Working with the Deputy Headteacher & Safeguarding Lead (DSL) you will take responsibility for safeguarding and child protection across the school (including online safety). You will participate in discussions and inter-agency meetings and contribute to the assessment of children, advising and supporting other members of staff on child welfare, safeguarding and child protection matters and liaise with relevant agencies such as the local authority and police.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our entry into the Yorkshire Learning Trust in 2025 as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience.

I hope the information within this pack shapes your thinking and gives you the guidance to help you apply. I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr JP Craig
Headteacher

The Selection Process

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. For further details about the school visit our website.

If you wish to apply for the post of Safeguarding Officer:

Fully complete the online application form on our careers website [HERE](#), ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

Your Supporting Statement within the application form should be up to 900 words, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills & knowledge.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word. Your audience for your written work will be school staff and governors.

Remember when addressing the above, *less is sometimes more*.

Please address all return mail to Mrs R Evans (HR Advisor): tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description for the role of Safeguarding Officer
3	Person Specification

SCHOOL VISION & VALUES

OUR VISION *(Our cause; our key belief)*

Be Your Best Self	We want all students to maximise their potential through excellent academic and personal development. Each individual should be able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All students will be known well, included, valued and heard. All of our decisions should put the needs of students first, whilst also considering our own and others' wellbeing.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The optimum curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The optimum support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** every day:

Ambition	To have a desire to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2

JOB DESCRIPTION

JOB TITLE: Safeguarding Officer

GRADE: Grade F

RESPONSIBLE TO: Deputy HeadTeacher and DSL

RESPONSIBILITIES AND KEY TASKS	
Specific Responsibilities:	● Implement YLT child protection policy and procedures. ● Encourage good practice by promoting and championing the child protection policy and procedures. ● Respond appropriately to disclosures or concerns which relate to the well-being of a child, liaising with the DSL when these happen. ● Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required; this includes Encompass Notifications and records on the CPOMS system. ● Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after. ● Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable pupils' welfare. ● Initiate and refer pupils to outside agencies and coordinate referrals. ● Liaise with school staff in initiating multi-agency referrals for pupils. ● Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate. ● Work with a group of Children Looked After (CLA) coordinating the support, reviews and PEP meetings for these students. Co-ordinate the multi-agency approach to address safeguarding issues. ● Ensure that vulnerable pupils who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions assigned to the School from planning and interventions meetings are successfully carried out and monitored. ● Working with the school's Mental Health Coordinator, coordinating and managing counselling and provision for mental health, this includes referrals, guidance and advice. ● Work closely with Year Leaders and the Attendance Officer and Inclusion to support attendance for vulnerable groups. ● Collate and produce statistical and other information with regards to safeguarding and child protection.

	● Support the Safeguarding Lead in the planning and delivery of safeguarding training within the school including induction and refresher training. ● Attend and participate in Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required. ● Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. ● Coordinate the multi-agency approach to prevent and address child protection issues and children in need. ● Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.
Safeguarding and Promoting the Welfare of Children/Young People	● The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	● Know about data protection issues in the context of your role. ● To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Equalities	● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values. ● Ensure services are delivered in accordance with the aims of the Equality Policy Statement. ● Develop your own understanding of equality issues. ● The Trust is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and

	working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Appendix 3. Person Specification: Safeguarding Officer

Essential upon appointment	Desirable upon appointment
Qualifications and Training	
GCSE A-C in Maths and English	- NVQ Level 3 or equivalent in a relevant subject - Childcare or supporting learning qualification at Level 2 (or equivalent) - DSL training qualification
Experience	
- Experience of working with young people and a good understanding of safeguarding. - Willingness to participate in further training and development opportunities. - Experience of using software to produce a range of professional documents	- Experience of working with Google systems - Knowledge of Health & Safety regulations - Experience of multi-agency working - Experience of counselling or mentoring young people
Occupational Skills	
- Significant organisational and administrative skills, supported by a proficiency with ICT. - Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality. - Excellent interpersonal skills and solution focused approach to professional relationships. - Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people. - Ability to work under pressure and meet deadlines whilst still being polite and reasonable. - The ability to build and maintain relationships with the whole school community. - The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary. - Strong listening skills and the ability to deal with sensitive situations with integrity. - Ability to work as part of a team and demonstrate initiative	- Experience of working in the field of Child Protection with relevant qualifications. - An in-depth and up-to-date understanding of child protection and safeguarding legislation. - Up-to-date knowledge of local, national, voluntary and community health and well being services and agencies. - Experience of planning and coordinating meetings in a time-pressured environment. - The confidence and good judgement to manage situations relating to the behaviour of others towards a child.
Other Requirements	
- Enhanced DBS clearance - To be committed to the school's policies and ethos - To be committed to Continuing Professional Development - A commitment to working in a busy school environment. - A commitment to safeguarding and promoting the welfare of young people.	

• A willingness to challenge opinion, where necessary, and to drive the Child Protection agenda. • A willingness to undertake DSL training in order to have an in-depth knowledge of safeguarding policy and procedures. • Flexible, motivated and committed to a high standard of working, with a willingness to take on additional duties. • Good attendance and punctuality. • Adaptability to changing circumstances and new ideas. • Resilient and determined to achieve goals. • Committed to the ethos of the school. • Emotionally resilient.	
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