



TRINITY ACADEMY

*Emmanuel Schools Foundation*

Deputy Designated Safeguarding Lead (non-teaching) &  
Child Protection Officer

VALUED, CHALLENGED, INSPIRED



# WELCOME

Dear Applicant

At Trinity Academy we are always delighted to hear from people who share our passion for delivering an excellent all-round education to young people. I am thrilled to see your interest in applying for the role of Deputy Designated Safeguarding Lead (non-teaching) & Child Protection Officer.

We recognise that the success of our school depends on the dedication and enthusiasm of our staff. In return we can offer an exceptional working environment, excellent resources and the opportunity for professional development.

Emmanuel Schools Foundation has an inter-denominational Christian ethos, and we welcome applications from all sections of the community. What unites all people in the Foundation is our mission and core virtues, and we believe these values are relevant to all people, whatever their background.

The role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standard for every student. Likewise, our staff team benefits from excellent CPD and support which can be personalised to your particular needs and experience.

If you are passionate about safeguarding and committed to ensuring the safety, wellbeing, and success of children and young people, we'd love to hear from you. Join us in making a meaningful difference by leading a strong safeguarding culture and helping every child thrive.

Join us in our mission to create a brighter future for all learners.

Mrs V E Gibson  
**Principal**

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

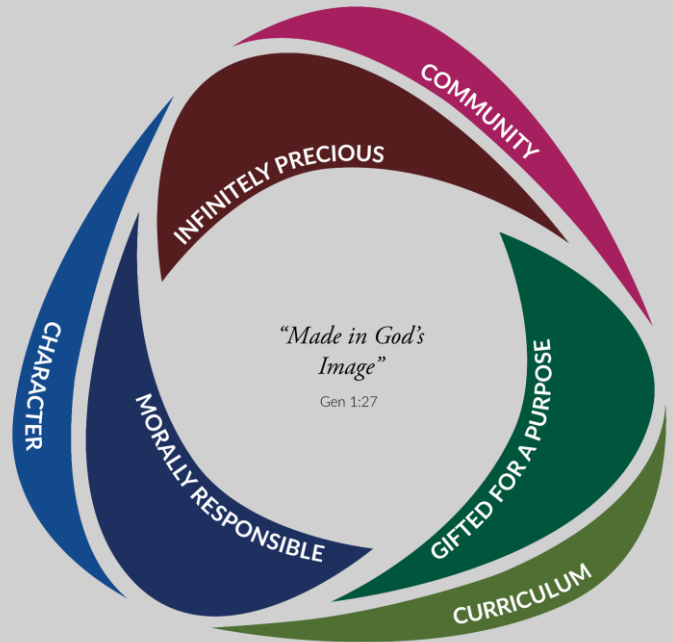
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”



“

SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”

# THE ROLE

Responsible to the Designated Safeguarding Lead for:

Ensuring all students receive exemplary welfare and safeguarding provision with an emphasis on:

- assisting the DSL with safeguarding matters in line with college policy including identifying and referring concerns or disclosures.
- representing Trinity Academy whilst working closely with a wide range of external agencies and/ or liaising with families to support the child, as directed by the DSL/DDSL including attending TAF/CAF/CIN/CP meetings and reviews.
- planning and delivering targeted intervention to meet the emotional needs of young people, over a period of time including risk assessments and support plans to safeguard students and share as appropriate.
- Ensure effective sign-posting of services and referrals by developing good working relationships with other stakeholders including parents/carers, college staff and professionals from external specialist voluntary, statutory and community agencies.

Ensuring safeguarding records and child protection records are maintained in line with statutory guidance with an emphasis on:

- Monitor and manage safeguarding referrals through CPOMS ensuring interventions are timely and responsive, in line with child protection legislation and statutory guidance; Keeping Children Safe in Education (KCSiE).
- Ensure child protection records relating to student safeguarding information are accurately recorded and stored in line with statutory guidance.
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- Ensure that data protection and confidentiality requirements are met, including the confidential storage of student records, obtaining student permission before sharing information, assessing risk and where appropriate breaking confidentiality in order to ensure the health and safety of students.

Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that the Trust and its schools are safe and secure environments for students by observing the relevant and established Safeguarding policies and procedures.

# THE PERSON

The successful candidate will:

## Qualifications and Experience:

- 5 GCSEs or equivalent A\*-C including Maths and English (essential);
- further training at degree level relevant to the post (desirable);
- Level 3 Safeguarding Training (essential);
- experience of working with vulnerable children and young people in a school setting (essential);
- experience of handling safeguarding cases including managing child in need and child protection cases (essential);
- experience of leading a team (desirable);
- experience of using IT systems and Microsoft Office 365 (essential);
- experience of undertaking administrative tasks (essential);
- experience of contributing to meetings with staff, students and agencies (desirable);
- UK driving license and access to own car (desirable but must be available to travel to meetings);
- First Aid training (desirable).

## Personal Attributes

The successful candidate will:

- be strongly self-motivated and personally resilient (essential);
- possess exceptional levels of personal integrity (essential);
- be committed to supporting and developing students with a wide range of educational needs (essential);
- have the ability to keep calm and focussed in pressurised situations (essential);

- demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues at all levels (essential);
- have strong interpersonal skills both written and oral (essential);
- be a creative thinker and able to anticipate and solve problems (essential).

Candidates should be enthusiastic, reflective, and committed to securing the best outcomes for all students. A strong sense of professionalism, integrity, and commitment to the Academy's ethos and values is essential. Applicants must be well-organised, resilient, and able to manage workload effectively while maintaining high standards.

A commitment to developing students' character is vital, including fostering responsibility for learning, intellectual discipline, and positive behaviour. Candidates should demonstrate a willingness to contribute to the wider life of the school, including supporting opportunities for ethos, leadership, service, and enrichment.

# THE TEAM

Our Safeguarding Department is a highly valued and integral part of our school community, dedicated to promoting the safety, wellbeing, and welfare of every pupil. The team works collaboratively across the school, building strong relationships with students, families, staff, and external agencies to ensure that children receive the support they need to thrive both academically and personally.

The department provides a proactive and child-centred approach to safeguarding, pastoral care, attendance, and early intervention, helping to create a safe, inclusive, and nurturing environment where every young person feels supported and heard. Through a culture of vigilance, compassion, and professional excellence, the team plays a pivotal role in removing barriers to learning and enabling pupils to achieve their full potential.





# APPLICATION DETAILS

## Vacancy Details

Salary: Scale 20 to 28 – 37.5 hours per week, Monday to Friday, 8.00am to 4.00pm,  
Term Time plus 5 additional days, actual annual salary: £29,224.00 to £35,102.00

Start date: 01 September 2026

Location: Trinity Academy, Church Balk, Thorne, Doncaster, DN8 5BY

## Deadline

Closing date: 9.00am, Wednesday 17 June 2026

It is likely that interviews will be held w/c 22 June 2026

## How to apply:

For further information, please visit [WORK WITH US | Trinity Academy](#) or email Louise Aldsworth at [recruitment@trinityacademy.org.uk](mailto:recruitment@trinityacademy.org.uk). A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

[WORK WITH US | Trinity Academy](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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