



**Barr's Hill School**

*Building Brighter Futures*

# Apprentice Safeguarding Support Officer – Level 3

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



**4**

Primary Schools



**6**

Secondary Schools



**9000+**

Students



**1300+**

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**





## ▼ Job Details

JOB TITLE	APPRENTICE SAFEGUARDING SUPPORT OFFICER
OPPORTUNITY	<p>We are seeking to appoint an excellent Apprentice Safeguarding Support Officer to support the delivery of safeguarding services and help protect the health and wellbeing of students and support the removal of barriers to learning. The role involves working alongside safeguarding professionals to identify concerns, assess risks, and promote early intervention.</p> <p>If you are at the start of your career, looking to change career or gain hands-on experience in a new sector, an apprenticeship could be the perfect fit. You will gain the support, knowledge and experiences needed to successfully complete an 18 month Apprenticeship. We welcome applications from individuals from all educational backgrounds. Please see the Education and Qualifications section in the person specification for further information.</p>
REPORTING TO	Deputy Designated Safeguarding Lead
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/	National Apprenticeship Wage 37 hours per week, 39 weeks per annum Mon – Thu: 8.00 am – 4.00 pm / Fri: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"><li>- Competitive rates of pay</li><li>- Professional development opportunities</li><li>- Career pathways across the Trust</li><li>- Teacher / Local Authority Pension Scheme</li><li>- Online retail discount</li><li>- Employee Assistance Programme</li><li>- Family Friendly policies to support family &amp; carer commitments</li><li>- Flexible Working Arrangements</li></ul> <p><a href="http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust">www.thefuturestrust.org.uk/why-work-for-the-futures-trust</a></p>



## Job Description

### Job Purpose:

To support the delivery of safeguarding services and help protect the health and wellbeing of students and support the removal of barriers to learning. The role involves working alongside safeguarding professionals to identify concerns, assess risks, and promote early intervention.

### Duties and responsibilities:

- Act as a first point of contact for safeguarding concerns.
- Conduct initial risk assessments and triage referrals.
- Support safeguarding meetings and maintain accurate records.
- Assist in the coordination of multi-agency safeguarding efforts.
- Promote awareness of safeguarding policies and procedures.
- Help deliver training and resources to staff and stakeholders.
- Ensure compliance with data protection and confidentiality standards.
- Encourage professional curiosity and support early help strategies.

### Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties.

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the Apprenticeship.
- Be a role model to students, and understand and promote the aims of the School and the values of the Trust.



## ▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent</li> <li>Apprenticeships are designed to provide new learning and skills. If you already hold a qualification at the same or higher level in the <i>same subject area</i>, please let us know. Our apprenticeship providers will work with you to assess any prior learning and ensure the apprenticeship will give new skills and experience to support your career development.</li> </ul>		Application form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Strong communication and interpersonal skills verbally and in writing with a range of audiences.</li> <li>Empathy, discretion, and professionalism.</li> <li>Ability to manage sensitive information securely and maintain confidentiality.</li> <li>Good organisational and administrative abilities.</li> <li>Willingness to learn and work collaboratively.</li> <li>Confident in building and maintaining relationships with young children</li> <li>Able to follow instructions and complete tasks set.</li> <li>Able to use own initiative.</li> <li>Able to deal with situations calmly and efficiently.</li> </ul>		Application form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> <li>Some experience, or relevant work with young people</li> </ul>		Application form Interview Assessment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>Basic knowledge of the safeguarding in education.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the needs and characteristics of young people.</li> </ul>	Application form Interview Assessment
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>A professional role model who is committed to their own continuous professional development and to developing others</li> <li>Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers</li> <li>Values diversity and the unique contribution that every individual makes to the learning community</li> <li>Demonstrates professionalism, loyalty and integrity</li> <li>Able to work flexibly, and to attend meetings as required</li> </ul>		Interview Assessment





## How to apply

Closing date:

**Friday 21 November 2025**

Interviews:

**tbc**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

**tel: 02477 102134**

To apply for this post, please complete the online application form found at:

**[www.thefuturestrust.org.uk/work-with-us/current-vacancies](http://www.thefuturestrust.org.uk/work-with-us/current-vacancies)**

On application please read the following policies found at:

**[www.thefuturestrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturestrust.org.uk/work-with-us/recruitment-pack)**

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.