



**RAINHILL
HIGH SCHOOL**



RainhillSixth

CANDIDATE

RECRUITMENT PACK

**Deputy Designated Safeguarding
Lead & Safeguarding Officer**



LEARN THINK CONTRIBUTE CARE



**LFC ACADEMY
EDUCATION
CENTRE**
LFC WOMEN



WELCOME FROM THE HEADTEACHER



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success, the highest of which was in 2022. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Headteacher

Deputy Designated Safeguarding Lead & Safeguarding Officer

Role Overview

DIRECTLY RESPONSIBLE TO: Deputy Headteacher/ Designated Safeguarding Lead	We are seeking to appoint an enthusiastic, highly motivated and passionate individual to the role of Deputy Designated Safeguarding Lead/Safeguarding Officer. This would be a fantastic opportunity for the right candidate to join a dedicated, friendly and professional team in an education setting.
DIRECTLY RESPONSIBLE FOR: Safeguarding	You must have experience of working with children and/or families within a safeguarding and child protection environment.
COMMENCING: September 2023	The Safeguarding Officer works alongside the Designated Safeguarding Lead, the pastoral, attendance and SEND teams in order to co-ordinate external support services that work with our students in school and manage in-school mental health support.
CLOSING DATE: 9am Friday 21 st April 2023	The successful candidate will act as Deputy Designated Safeguarding Lead, to safeguard and protect the young people and staff through the delivery of safeguarding training, updates and policies and procedures.
INTERVIEW DATE: Thursday 27 th April 2023	If you think you fit this role, we would love to hear from you.



“When I started I thought the school was massive and that I would get lost every day but you soon find your way, I really enjoy it here”

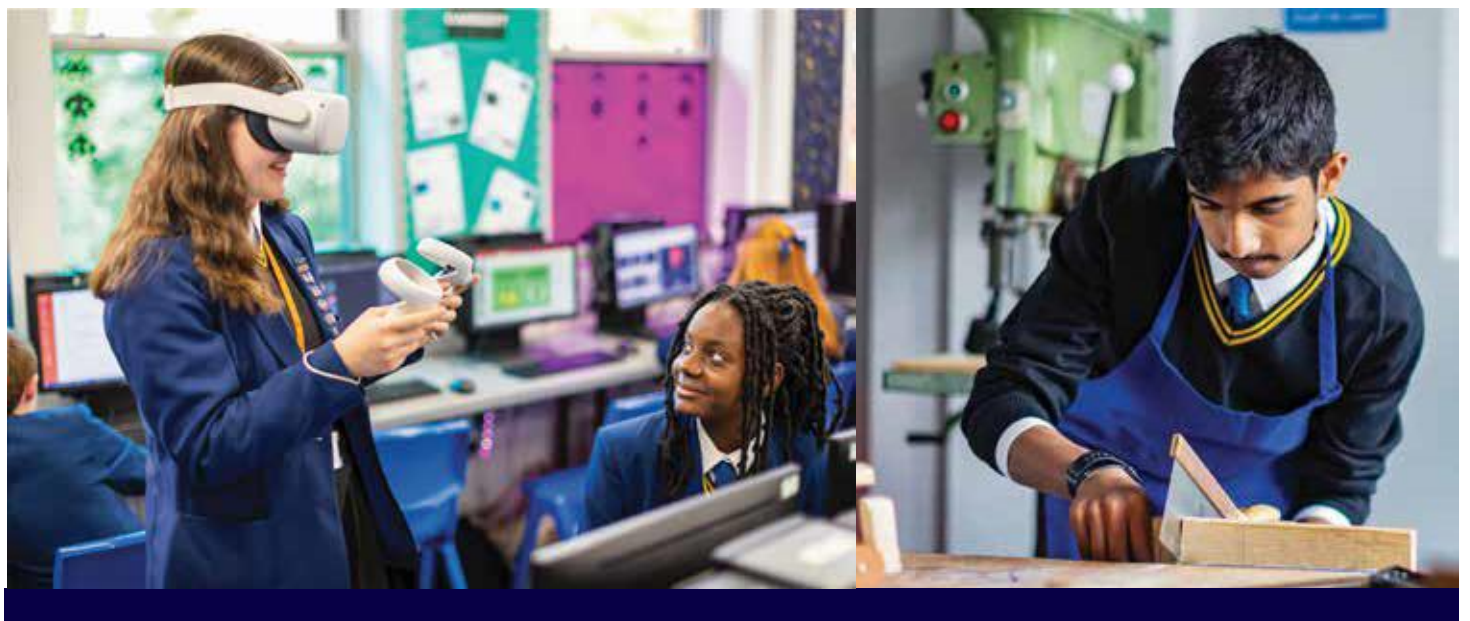
Year 7 student

“I go to Zoology club to learn about animals and how to look after them. The school has loads of opportunities for you to get involved in”

Year 8 student

“My teachers are all really helpful, if you get stuck they help you to understand”

Year 9 student



JOB DESCRIPTION



Post	Deputy Designated Safeguarding Lead/Safeguarding Officer
Grade	NJC SCP 26-28 £29,890 - £31,958 actual pa
Contract	37 hours per week, term-time only plus 3 weeks
Responsible to	Deputy Headteacher/Designated Safeguarding Lead (DSL)

Purpose of the Post

1. To support the Designated Safeguarding Lead and ensure the smooth and effective running of safeguarding at the school, including the mental health of students.
2. To work with other staff to support engagement, attendance, behaviour, transition to improve student progress and achievement.
3. Support the day-to-day safeguarding systems and processes across the school ensuring total consistency, efficiency and rigour in approach.
4. Support the wider team in ensuring that all students within the school are safe and well looked after.
5. To deputise for Designated Safeguarding Lead when required.

Specific Duties and Responsibilities

1. To monitor and respond to safeguarding systems to protect the interests of the student.
2. To keep informed of current legislation, statutory and other guidance with regards to safeguarding, child and adult protection, including an in-depth knowledge of *Keeping Children Safe in Education (2020)*
3. Quality assure the recording, storing and codifying of safeguarding incidents in the school to maintain consistent practice across the school. This will include efficient use and management of *CPOMS*, the school's safeguarding recording tool.
4. To maintain accurate records and help with any administration relevant to referrals to outside agencies.
5. Be the main point of contact for students who are supported by Children's Social Care. To be tenacious in the follow-up of these referrals, escalating as required.
6. To attend or provide information for all meetings pertaining to matters of safeguarding, ensuring that the school's view is accurately represented and recorded at statutory meetings including ICPC and CP Review meetings
7. Initiate and oversee 'Early Help Plans' as required.
8. To liaise with colleagues in school and with outside agencies to work towards the best outcomes for students.
9. Support liaison with partner schools and other relevant bodies to gather pupil information.
10. To help coordinate a multi-agency approach to working with vulnerable young people.
11. To complete welfare checks including supporting with home visits as required.
12. Rigorously investigate the whereabouts of all missing students reported by the Attendance team.
13. Manage the in school mental health services that is place to support students.
14. To assist with the preparation of risk assessments for vulnerable pupils.
15. Liaise with parents and staff on student welfare matters keeping them informed regarding disciplinary issues and actions.
16. Work with feeder primary schools to support the transition of vulnerable students
17. To provide advice and training to staff, at least annually, and signpost to best practice guidance
18. Provide the Deputy Headteacher/DLS with regular comprehensive updates on safeguarding matters in respect to students on personal caseloads, seeking advice and guidance where required.
19. Support the Deputy Headteacher/DSL in tracking the progress and monitoring the welfare needs of all students.

Other Duties

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's GDPR Data Protection Policy and Code of Practice within the service area of the post.

Additional Duties

- To support school activities, attending appropriate school events e.g. Open Evening.
- To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004).
- Any other duties deemed reasonable, as directed by the Chief Operating Officer or Headteacher.

Generic Responsibilities of all Rainhill Staff

- (a) To work consistently to uphold School's aims and mission statement.
 - (b) To follow all school policies
 - (c) To work in a co-operative and polite manner with all stakeholders.
 - (d) To work with Students in a courteous, positive, caring and responsible manner at all times.
 - (e) To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised.
 - (f) To be polite, co-operative and positive when communicating to other staff.
 - (g) To take an active and positive role in the school's commitment to the development of staff and their annual review procedures.
 - (h) To work with visitors to the School in such a way that it enhances the reputation of the school
 - (i) To seek to improve the quality of the School's service.
 - (j) To present oneself in a professional way that is consistent with the values and expectations to the school.
- The appearance of all staff should at all times be supportive of school policies for the students; ie: professional and appropriate appearance at all times including when out of school, e.g. trips, CPD etc.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION



RAINHILL
HIGH SCHOOL

Criteria	E/D	A/I/T
Knowledge and Experience		
Recent experience of working with students in a secondary educational setting	E	A/I
Working knowledge of relevant policies/codes of practice/legislation	E	A/I
Understanding of inclusion, especially within a school setting	E	A/I
Knowledge of safeguarding issues surrounding children	E	A/I
Knowledge of the social, emotional and mental health needs of young people	E	A/I
Experience of writing EHATs and leading on school led Level 2 support	E	A/I
Experience managing matters safeguarding in a secondary school	E	A/I/T
Experience working within the inclusion team of a secondary school	E	A/I/T
Experience working with primary schools to support transition	D	A/I
Experience responding to complaints from parents	E	A/I
Developing successful, effective and productive working relationships with statutory services and Community organisations	E	A/I
Experience supporting students to overcome personal barriers to academic success	D	A/I
Experience working with a variety of external agencies to support young people.	D	A/I
Knowledge of how to track student academic progress	D	I
Qualifications and Training		
Good standard of Education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A
Recent Designated Safeguarding Lead – Level 3	E	A/I
Relevant safeguarding/mental health qualifications	E	A/I
Experience of using CPOMS software	D	A/I
Full clean UK Driving Licence	E	A
A degree or higher-level qualification in a relevant subject	D	A
Evidence of commitment to Continuing Professional Development	E	I
Skills and Abilities		
Excellent communication skills at all levels	E	A/I
Proficiency in Microsoft Office Excel and Word	E	A/I
Effective team member	E	A/I
Drive and determination	E	A/I
Ability to work effectively under pressure	E	A/I/T
Ability to communicate effectively at all levels	E	A/I
Planning own workload to meet deadlines	E	A/I
A passion for education and making a difference	E	A/I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role

A = Assessed via the application form

P = Presentation

D = Desirable requirement of the role

I = Assessed at Interview

T = Task

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form. Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

[Click here for the Non-Teaching Application Form](#)

OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

