

# All Saints Academy

## Deputy Safeguarding Lead

If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.

Scott Simpson-Horne  
Headteacher



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# Key Details

Salary	Grade E £29,093 – £32,115	Location	All Saints Academy
Hours	37 hours per week, 52 weeks per year	Interviews	TBC
Closing date	Wednesday 26th March at 9am	Required from	ASAP

Our mission is to deliver transformational education and provide experiences that enable the entire community to flourish.

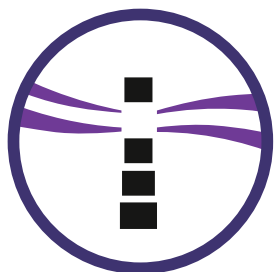
## How to apply

For further information please email: [vacancies@asap.org.uk](mailto:vacancies@asap.org.uk)

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



# About All Saints Academy



## Welcome to All Saints Academy, Plymouth

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and continue to improve our results year on year. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

Our school is part of the Ted Wragg Trust, an ambitious and inclusive Trust of schools whose mission is to transform lives and strengthen our communities to make the world a better place. As an employee, you will get to enjoy all the benefits of working in a smaller school, whilst also benefitting from the experience and resourcing of a much larger network.

The academy values – Love, Legacy, Bravery – align fully with the Trust's commitment to ensure all pupils thrive regardless of social-economic background. We ask all our staff to be committed to the idea of social justice and help make All Saints a beacon for education across the South West and Beyond.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.

Our values ensure that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.



All Saints Academy is part of the Ted Wragg Multi Academy Trust, a values driven, rapidly growing 2 – 18 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. Our priority is to ensure that our pupils, regardless of social-economical background can learn, thrive and be successful. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exceptional person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.



**If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.**



# A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Moira Marder, OBE**

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



# Job Description

Job Title:	Deputy Safeguarding Lead
Location	All Saints Academy
Responsible To:	Assistant Headteacher & Designated Safeguarding Lead
Grade:	E
Salary FTE:	£29,093 – £32,115
Hours per week:	37
Weeks per year:	52
Job Type:	Permanent
Closing Date:	Wednesday 26th March at 9am
Required From:	ASAP

## Key purpose of the role

The Safeguarding Manager is responsible for ensuring the safety, well-being, and protection of all students within the school environment. This role involves developing and implementing safeguarding policies and practices in line with legal and statutory requirements, promoting a culture of safety, and providing leadership in safeguarding issues.

## Your responsibilities

- Undertake the documentation of disclosures relating to Child Protection and Safeguarding issues from both students and staff
- Following a disclosure, carry out agreed action in line with the School's safeguarding policy and liaise with the DSL as appropriate
- Establish constructive relationships and communicating with other agencies and professionals to support students / parents and carers
- Provide support for young people following a disclosure and be present if required at interviews with Police, Social Services and other agencies
- Support students with CIN, CP and safeguarding issues within the School's set procedures
- Working with looked after children and supporting the PEPs and CIC reviews
- Attend CIN, CP, CIC, and other meetings
- Attend Core Group meetings for students with CP Plans, representing the School to agree pupil progress and review plans and reporting back to the DSL as appropriate
- Assist on and prepare appropriate reports for statutory meetings, including core review meetings, CIC, CIN and CP multi-agency
- Ensure all relevant information relating to safeguarding and Child Protection issues is captured, accurately recorded and stored in chronologies in line with School procedures and best practice
- Contribute to child protection / safeguarding training for staff, trainees and volunteers at the School
- Produce training documentation and resources for staff such as: whole school booklet, FGM, CSE, departmental booklets etc. which will be updated regularly in line with best practice

## Your responsibilities

- Provide advice to staff relating to safeguarding procedures for specific young people and share any appropriate confidential information on a "Need to Know" basis in line with the School's safeguarding policy. In addition, provide individual support to colleagues with whom confidential information is shared;
- Assist on and be responsible for maintaining accurate and up to date safeguarding chronologies, safeguarding spreadsheets, student coding system and informing SLT, Duty Manager and HOY/AHOY of high risk students on a weekly basis;
- Produce and maintain a weekly updated 'students to be aware of' safeguarding list for senior staff and a detailed safeguarding list for the Head Teacher/DSL
- Take on an operational role with regard to safeguarding and child protection and to update the DSL of any relevant concerns. In most cases, lead on decision making and in some cases, discuss an appropriate course of action with DSL;
- Assist on bag searches and when needed body searches for offensive weapons brought onto the School site, with a member of SLT present;
- Use of CPOM's to monitor and collate student information;
- Instigate and monitor Risk Assessments for vulnerable students;
- Collate and populate the PEP paperwork for CIC and support the designated teacher for CIC as appropriate in relation to data collection and tracking
- Produce safeguarding documentation such as information leaflets and safeguarding guidance procedures in line with best practice;
- Support the DSL in updating 'Ofsted ready' documentation and contribute to School and Trust wide safeguarding audit
- Support the DSL in updating Safeguarding Action Plans
- Update the termly Safeguarding data collection;
- Support colleagues to ensure appropriate guidance/support and training within safeguarding;
- Be responsible for making appropriate decisions re their involvement with safeguarding incidents;
- Prepare Safeguarding Case studies for referral to Inclusion meetings;
- Meet with visitors to the School and give advice and guidance on the structure and services of safeguarding such as: trainee students, Educational Psychologist students, etc;
- Maintain and update all safeguarding registers such as: CIN / CP/ CIC;
- Support the DSL in producing and ensuring smooth running of student information documentation, leaflets and questionnaires.
- Represent the School and support Personal Education Plan (PEP) meetings, Team Around Me meetings (TAM) for Children in Care, attended by parents, carers, students and representative of social services; provide accurate and up to date safeguarding information; follow up relevant actions and to ensure they are completed within the allocated time frame;
- Liaise with feeder schools and other agencies to gather information with regard to the welfare of children
- Lead on whole school Safeguarding Training alongside the DSL and Deputy DSL
- Support Children in Care in the School within the School's set procedures
- Attend Local Authority meetings and report back to the DSL;
- Attend other review meetings for Children in Care as required
- Attend and contribute to the School Inclusion Meetings.



## Your responsibilities

- Assist the member of staff responsible for transition from Key Stage 2 to Key Stage 3; ensure that all safeguarding information is collected from primary schools prior to transition;
- Participate in the Year 6 Taster Day re safeguarding issues;
- Lead on and be responsible for all safeguarding information through the transition process and meet with other safeguarding officers at primary schools to ensure a smooth, safe and accurate hand over of all safeguarding / welfare matters, with all information made available to Tutors and Progress Leaders;
- Identify with the transition coordinator Year 5 and Year 6, vulnerable students and collate data with a view to put strategies in place to prevent escalation of behaviour/welfare concerns in Year 7.

## Grading criteria

- Provide on the job training for colleagues and oversee the quality of work
- Establish the best course using creativity and innovation within general guidelines.
- Undertake comprehensive assessment, planning and evaluation as situations will not be straight forward or well established. The post holder will have some authority in the provision of services.
- Make decisions which have a material effect on internal operations of their own or other departments
- Work subject to deadlines involving changing problems, circumstances or demand.
- Able to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.



ALL SAINTS ACADEMY // LOVE + LEGACY + BRAVERY

# Person Specification

## Qualifications

- NVQ 4/BTEC/HNC or equivalent experience Essential
- Level 3 Safeguarding Training Essential
- GCSE (or equivalent) in English and Maths Essential

## Experience

- Working with children in an educational setting Essential
- Experience of safeguarding provision and process Essential
- Experience of working with vulnerable young people or adults Essential
- Working with a range of IT packages Essential

## Key skills

- Work flexibly and manage own time to best effect Essential
- Evidence of effective team work and collaboration Essential
- Priorities workloads and works to deadlines Essential
- The ability to remain calm and react appropriately when under pressure Essential
- Write accurate and detailed reports of disclosures, meetings and for other purposes related to the job Essential
- Excellent communication skills, both oral and written Essential
- The ability to gain confidence and respect of students and parents Essential
- Influence others, managing discussions effectively to ensure desired actions are achieved Essential

## Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks

# #lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwithus](http://www.tedwraggtrust.co.uk/workwithus)



# The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute** (TWI) delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

## Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

## Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



### Sustained

Frequency is critical,  
not time span



### Practice-Based

Create new habits



### Domain-Specific

Create new habits



### External Expertise

Challenge the familiar  
& refresh ideas



### Professional Buy-In

Purpose & benefits  
eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.





# Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

## Key Concept: Leadership



We believe that great leadership:



Fiercely educates



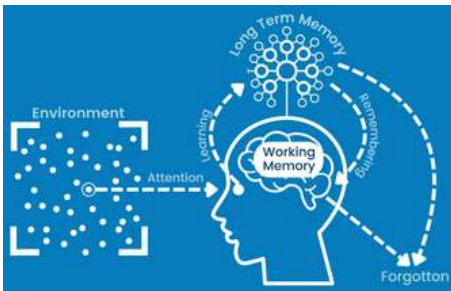
Thrives in a complex system



Is locally enabled

## Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



## Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

**Microsystem**  
**Child**

- sleep well
- eat breakfast
- follow school rules and routines
- attend school regularly

**Family**

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

**School**

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

**Mesosystem**

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHs and Early Help

**Macrosystem**

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

## Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

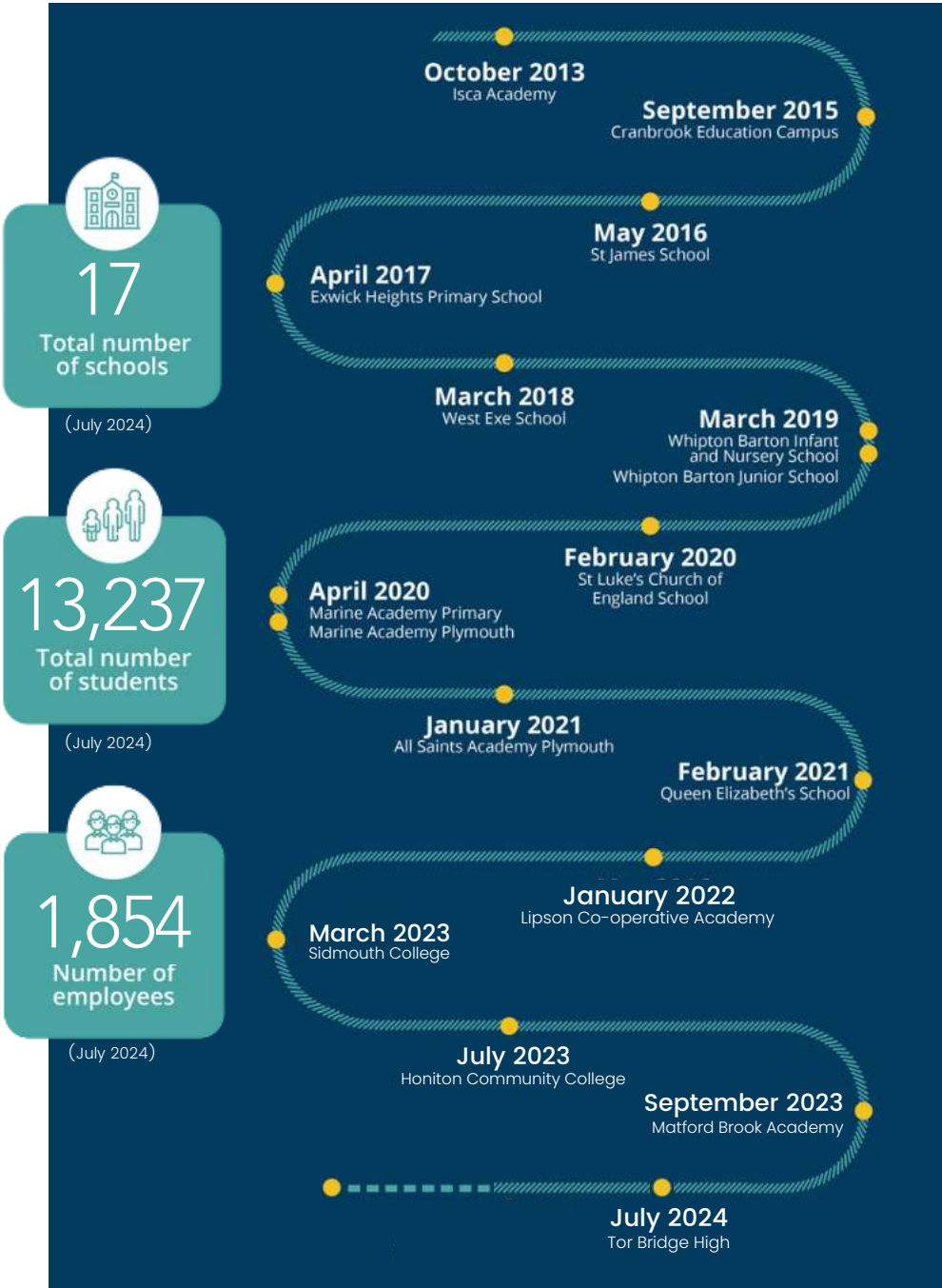
When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



# Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.





Thank you for your  
interest in working for  
us!

