

# Isca Academy

## Deputy Safeguarding Officer



At Isca we place our students at the heart of everything that we do, and are relentless in the pursuit of excellence for every individual.

We INSPIRE our students, celebrate their SUCCESS, care about our COMMUNITY and have AMBITION for every single child.



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# Key Details

## Salary

Grade D – Actual Salary  
£22,356.01–£24,619.82

## Hours

Mon–Thu, 8.00am–4.00pm  
Fri, 8.00am–3:30pm  
Term Time Only

## Closing date

Friday 11<sup>th</sup> July 2025

## Location

Isca Academy,  
Earl Richards Road  
South, Exeter EX2 6AP

## Interviews

W/C 14th July 2025

## Required from

September 2025

Isca Academy is an aged 11–16 secondary school based in the heart of Exeter. We firmly believe in the value of a rounded education which promotes creativity, resilience, self-belief and confidence; and we pride ourselves on our exceptional extra-curricular, creative and outdoor education programmes.

## How to apply

For an informal conversation about the position please contact Harriet Smith at [recruitment@iscaexeter.co.uk](mailto:recruitment@iscaexeter.co.uk)

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





# About Isca Academy



Vicki Joyce  
*Headteacher*

Isca has an experienced and skilled staff who have a track record of going above and beyond to provide exceptional opportunities for our students. We recognise that delivering great qualifications is important however, in parallel, building students' character and self-esteem, nurturing their ambition and inspiring a new generation to achieve beyond their wildest imagination is the Isca difference.



- **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

# 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**.

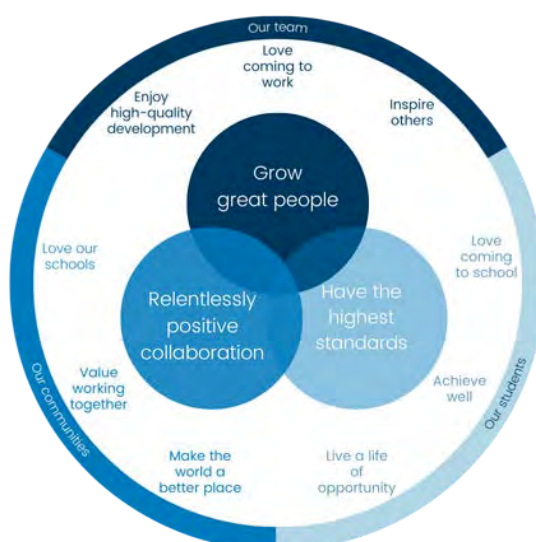
Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**. This is a hugely exciting time for our Trust as we continue to grow, embed,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

## Key purpose of the role

- To work as a key member of the Safeguarding Team to ensure all children are safe and successful at school.
- To work under the direct instruction of the DDSL and the Designated Safeguarding Lead.
- Providing comprehensive administrative support for Safeguarding.

## Key Duties & Accountabilities

To assist the DDSL in conducting:

- Home visits (must hold a full UK driving licence)
- Parental and multi-agency meetings
- Key student safeguarding, attendance and behaviour meetings and support
- Where appropriate to support with urgent safeguarding processes, such as escorting children to class/drop in to lessons/provide supervision at student break and lunch times.
- To contribute to external agency meetings with observations gleaned from above meetings, in conjunction with the DDSL
- On occasion to be the first point of contact for safeguarding issues in absence of DDSL
- To update Level 3 Safeguarding for staff, in line with Academy training dates
- To lead and deputise in the absence of the DDSL.
- In urgent cases, to work outside of standard working hours to provide support in emergency safeguarding matters.

## Main Areas of Responsibility

- To assist in the provision of efficient and effective administration and clerical support including:
- Ensuring student safeguarding files are requested from previous schools and uploaded within 5 days of admission in line with KCSIE.
- Updating and recording information on student safeguarding files using CPOMS
- Monitoring and checking CPOMS files to ensure actions completed
- Managing and co-ordinating diaries to arrange meetings and appointments
- Take minutes and appropriate records for internal and multi-agency meetings
- Maintain and update databases and electronic records, including student risk assessment tracking
- Safe and secure transfer of Child Protection files
- Maintain filing systems to ensure there is appropriate access in accordance with GDPR
- Support safeguarding colleagues by filing and maintaining Child Protection, Child in Need and CIC records. Contributing to and administering Early Help Assessments and plans using Rights for Children.
- Produce supporting material and resources for the team to ensure that the service is responsive; including compiling reports from class charts and CPOMS.



## Main Areas of Responsibility

- Provide assistance to the DSL by creating documentation and resources which support the Safeguarding services.
- To complete information gathering to support internal and external meetings
- To create and manage correspondence groups for parents of students with Safeguarding issues
- To maintain appropriate high-quality displays that will support students
- Act as a key adult for a group of Safeguarded students

## Other Duties

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at Inclusion meetings and through completing logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.



## Other Information

## Other Information

- 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. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school
- they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.





# Person Specification

## Qualifications and experience

- |   |           |
|---|-----------|
| • GCSE in math's and English  | Essential |
| • Qualification / experience in supporting students with safeguarding issues                  | Essential |
| • Qualifications demonstrating an understanding of Safeguarding                               | Desirable |
| • Experience of acting as a key adult with the ability to communicate the outcomes            | Desirable |
| • Experience with appropriate software such as Microsoft office, Bromcom, Class charts, CPOMS | Desirable |

## Skills

- |   |           |
|---|-----------|
| • Ability to remain calm and maintain perspective in stressful situations           | Essential |
| • Ability to relate to and communicate with students with Safeguarding issues       | Essential |
| • Ability to carry out duties in a professional manner                              | Essential |
| • Ability to show resilience and face new challenges with positivity and enthusiasm | Essential |
| • Sensitive to vulnerable children's needs and the confidentiality surrounding this | Essential |
| • Creative thinker and be a problem solver who is able to work from initiative      | Desirable |

## Other

- |  |           |
|--|-----------|
| • Must pass all relevant safeguarding of children checks | Essential |
| • Commitment to safeguarding all children                | Essential |
| • Commitment to undertake all relevant CPD               | Essential |
| • Flexible attitude to work                              | Essential |



# #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

Love coming to work



Experience high quality development



Inspire others



# 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 Domain-Specific

Create new habits      Create new habits



### 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



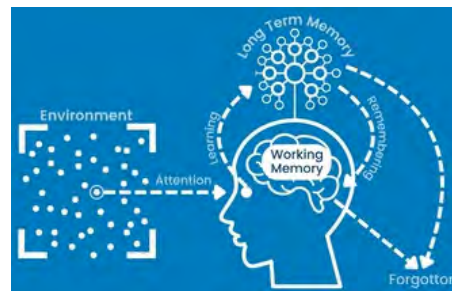
Thrives in a  
complex system



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   | Family   | School   |
|---|--|--|
| <ul style="list-style-type: none"><li>• sleep well</li><li>• eat breakfast</li><li>• Follow school rules and routines</li><li>• attend school regularly</li></ul> | <ul style="list-style-type: none"><li>• healthy sleep patterns</li><li>• nutritional diet including breakfast</li><li>• Online safety parental controls</li><li>• adequate housing</li><li>• clean clothing</li><li>• Support school policies</li><li>• Protect from dangers</li><li>• attend medical appointments</li><li>• Ensure attendance is good</li></ul> | <ul style="list-style-type: none"><li>• Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy</li><li>• Online Safety lessons and workshops for parents/carers</li><li>• Early Help support</li><li>• First Aid trained staff</li><li>• Attendance Engagement Officer and Attendance Policy</li><li>• Nutritional lunches and free breakfast</li><li>• Foodbank support</li><li>• Wrap around care</li></ul> |

### 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:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



Family friendly policies and flexible working opportunities

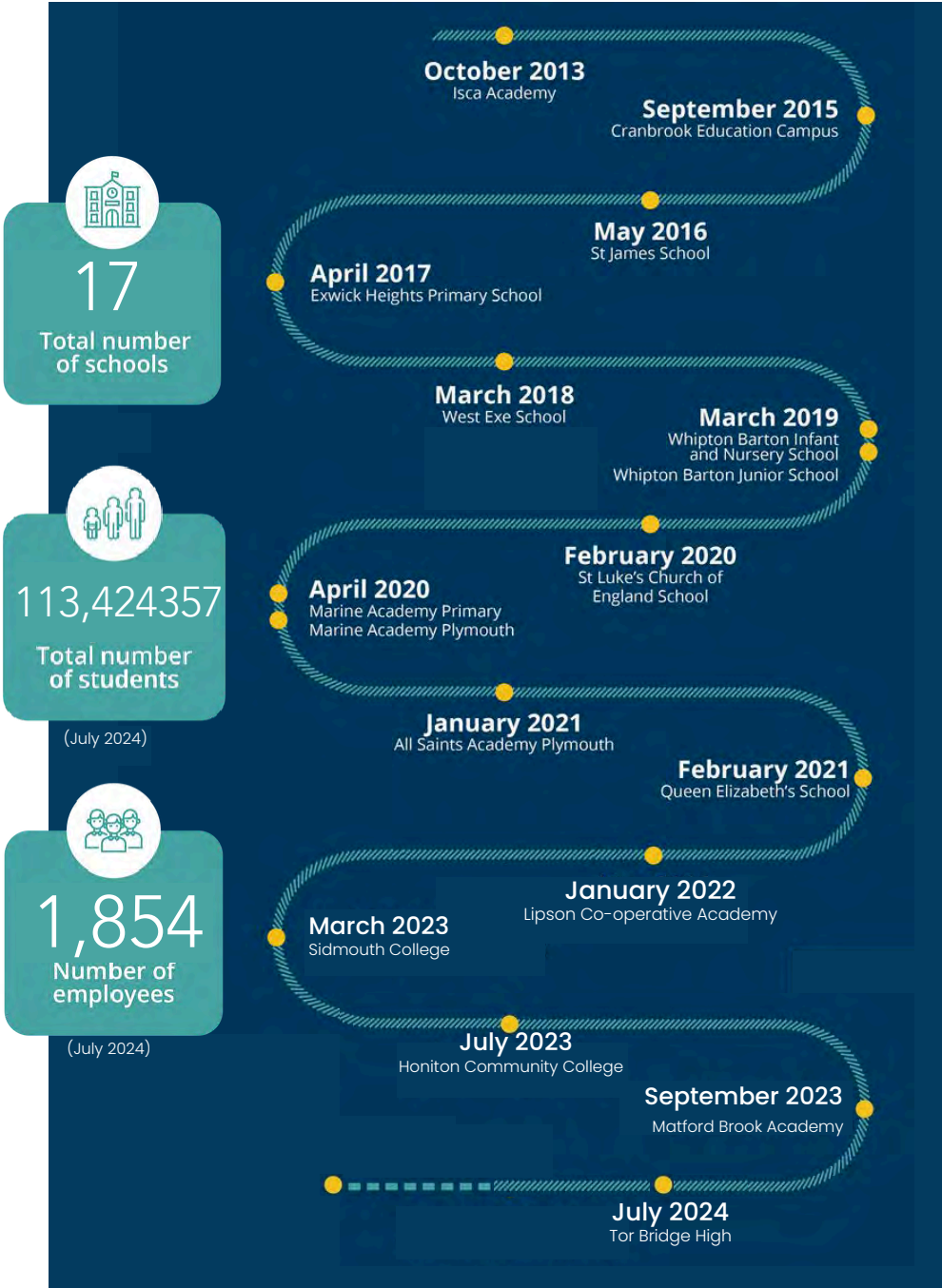




# Our Trust Journey



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 with us!

