



## **Job Application Pack Designated Safeguarding Lead (DSL)**

**Permanent, Full time, Term Time Only + 2 weeks  
Salary: Grade 12, Points 36 to 40, £44,428 - £48,474 (FTE)  
Actual Salary: £40,515 to £44,204 per annum**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Welcome from the Principal



Philip Rowson, Principal, provides leadership to the Trust's successful and passionate Bluecoat Wollaton Academy.

Bluecoat Wollaton Academy offers a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Wollaton Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in each other and in God and it is this belief that ensures Bluecoat Wollaton Academy continues to offer the best educational experiences possible for our students, our staff and our community.

Visits to the school are welcomed.

*P. Rowson*

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach. It is also (January 2020) a 'World Class School' given in recognition of both its outcomes and student leadership opportunities with less than 60 secondary schools in the country having obtained this quality mark.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Visitors frequently comment on how the children are polite and keen to learn at Wollaton and they are explicitly taught about kindness and the need to "Work hard; show respect" which is part of the culture. This wider ethos is yielding excellent outcomes and the academy has accelerated its progress rapidly to be among the top performing schools in the country and the highest in the city.

New staff will also find a staff body who are drawn together for a common purpose and who are exceptionally welcoming and supportive to ensure that workload and well-being are considered when implementing ideas. The strong teams in place in the school are well supported by the leadership of the school.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy is committed to ensuring equal opportunities for all.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary  
Academy**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance  
Nottingham**

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



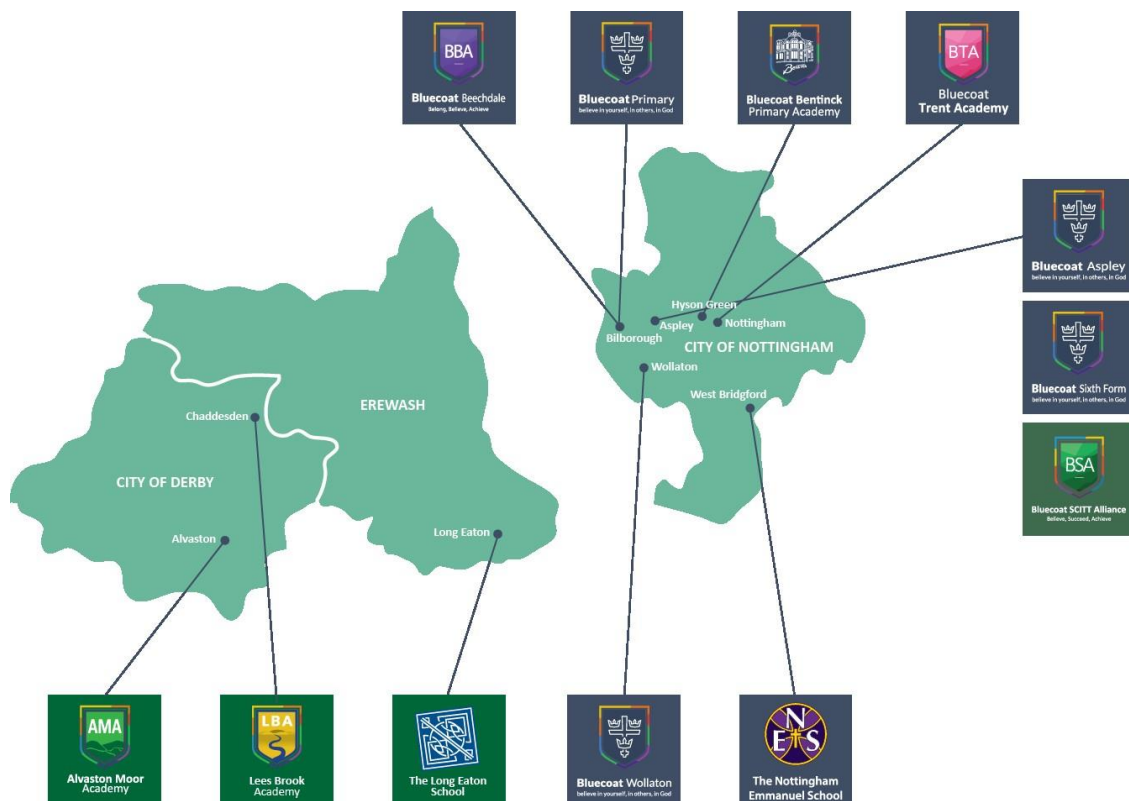
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## The Vacancy

The Trust is seeking to a self-motivated and passionate candidate who can fulfil the role of Designated Safeguarding Lead (DSL) at Archway Learning Trust.

The DSL will work with the Principal and other members of the Senior Leadership Team to provide the strategic direction of the Academy and overall, Trust. The postholder will have responsibility for Academy-wide Safeguarding. The role will support the development of expertise and potential in all staff as well as students.

The DSL has a duty to promote high quality in all aspects of the work of their team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's Bluecoat Wollaton Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about Bluecoat Wollaton Academy and the vacancy, please visit [www.bluecoatwollaton.co.uk/vacancies](http://www.bluecoatwollaton.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am Monday 30<sup>th</sup> September 2024**

**Interview Date: TBC**

**Start Date: TBC**

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



***Working Together, Transforming Lives***

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches



**POST TITLE:** Designated Safeguarding Lead (DSL)

**GRADE:** GRADE 12, Points 36 to 40

**RESPONSIBLE TO:** Principal

**LINE MANAGEMENT:** Safeguarding Team

#### JOB PURPOSE

The DSL will work with the Principal and other member of the Senior Leadership Team to provide the strategic direction of the Academy and overall Trust. The post holder will have responsibility for the Academy-wide Safeguarding. The role will support the development of expertise and potential in all staff as well as students.

The DSL has a duty to promote high quality in all aspects of the work of their team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning and high expectations.

At the Academy, we expect all Senior Leaders to be fully committed to:

- Comprehensive, community education within an urban, multi-cultural environment;
- The inclusive values and framework of the Academy;
- Working as a mutually supportive team, sharing responsibility, successes and challenges;
- Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy;
- That reflects our ethos and aims;
- Maintaining high personal and professional standards in all aspects of Academy life;
- A consultative and participative approach to leadership and management;
- Being forward looking and anticipating change;
- Their own professional and leadership development.

#### GENERAL RESPONSIBILITIES

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues
- demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team

#### SPECIFIC RESPONSIBILITIES

DSL

- Maintain clear vision, purpose and high expectations focused on pupil progress and achievement.
- Inspire, motivate, and influence staff to reach the highest standards.
- Be an excellent role model for all staff and pupils and be visible, supportive, and professionally challenging
- Effectively communicate the academy's core values and ethos to all stakeholders.
- Actively contribute to the day-to-day management of the academy.
- Actively contribute to upholding excellent standards of behaviour for learning.
- Maintain a prominent visible presence monitoring the work of the academy daily
- Report to the Principal, AAB and Trust Directors on the progress made against targets within the remit of the role.
- Working with external agencies and professionals on matters of safety and safeguarding
- Raising awareness of safeguarding and child protection amongst the staff and parents; and ensuring that child protection information is transferred to the pupil's new school/academy
- Ensuring that the academy has a nominated local AAB member to liaise with the designated lead for the local area and any partner agencies in the event of allegations of abuse made against the principal
- Ensuring all staff receive the appropriate training, and keep it up to date, in line with advice from local safeguarding partners
- Notifying the Children's Social Care department if there are concerns over unexplained absences of a pupil following the Child Missing Education (CME) policy and local procedure.
- Informing the Local Authority when a private fostering arrangement is in place
- Ensuring that important safeguarding related policies are kept relevant and up to date
- Have an overview of the numbers of safeguarding and child protection referrals made from and share this with the Principal and LAC.
- Ensuring that the curriculum makes best use of Citizenship and PSHE, RSHE opportunities to cover safeguarding issues with children
- Ensuring there are procedures in place to handle allegations against other children (Child-on-child abuse)
- Creating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and in the academy's development
- Ensuring through the safeguarding curriculum that pupils know the process of raising a concern (about themselves or a friend/other), that they know the academy's Designated Safeguarding Lead (and deputy), and are aware of other support mechanisms such as ChildLine etc
- Ensuring that colleagues are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role
- Ensuring all records are kept up to date and secure and kept separately from the main pupil file in a locked location
- Ensure that appropriate online filtering and monitoring systems are effective and communicated with parents/carers.
- Be the expert on all areas of safeguarding, including Prevent, Online safety, Mental health
- Ensure all safeguarding needs of all pupils are met and managed in the most appropriate and supportive way,
- Have wellbeing oversight of vulnerable pupils
- Remove any barriers to learning, ensuring a happy and stable academy life for pupils
- Enable pupils to make healthy and safe lifestyle choices, recognising and avoiding unnecessary risk.

#### **POLICY AND PROCEDURE**

- Manage CPOMS systems and monitor and check all 'actions' are timely, appropriate and robust.
- Work closely with the Trust Safeguarding Lead to ensure we are fully compliant with all Trust safeguarding expectations.
- Ensure all safeguarding is identified in a timely manner and managed effectively and appropriately.
- Keep the Principal informed regarding safeguarding to re-assure them the academy is safe and all pupils' needs are being met.
- Provide or source appropriate supervision for the Safeguarding Team and also any staff who are exposed and need supervision.

- Act as a champion of the academy's child protection policy and procedures by ensuring all staff have access to and understand them.
- Support the relevant member of SLT to lead the effective implementation of e-safety, promoting the full implementation of the e-safety policy, relevant legislation and guidance.
- Support the SLT to induct new members of staff regarding the academy's safeguarding policies and procedures.
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct).

## **REPORTING CONCERNS**

- Recognise how to identify signs of abuse and when to make a referral.
- Respond appropriately to disclosures or concerns relating to the well-being of a child.
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
- Liaise with the Principal to inform them of any issues and ongoing investigations.
- Ensure that relevant, detailed, and accurate written records of referrals/concerns are kept and that these are stored securely.
- When pupils move academy, ensure their safeguarding file is sent to the new establishment immediately and securely

## **MULTI AGENCY WORKING**

- Be the main point of contact for external agencies – Police/ CAMHS/ CSC Channel
- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.
- Ensure appropriate attendance and effective and appropriate contribution to Child in Need meetings, Child Protection conferences, planning and review meetings, including those taking place out of normal working hours.
- Ensure the team liaises with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life, working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary. Act as Lead Professional as appropriate.

## **THE PROVISION**

- Ensure the provision for safeguarding is run as a professional space, where children are supported and interventions are effective, that the space isn't being misused and teaching and interventions are taking place.

## **TRAINING**

- Ensure all staff have safeguarding induction on their first day and receive frequent updates so that they are able to recognise and report any concerns immediately.
- Attend relevant training every two years and keep up to date through additional updates and research.
- Represent the academy at Designated Lead forums and disseminate the information to colleagues.

## **CLA**

- Work closely with the Designated Teacher for CLA, ensuring there is a clear overview of pupil needs and groupings.
- Ensure that intervention and support for CLA pupils is appropriate, timely and effective.
- Ensure that the CLA process is completed in line with national and local expectations and that process is completed within timescales.
- Collaborate with outside organisations, such as Virtual Academy and Social Care to ensure that support and care is co-produced and remains in the best interests of young people.
- Ensure that communication with carers is of a high quality and carers have a key role in the coproduction of planning and intervention.
- Ensure that CLA pupils have an opportunity to share their views and opinions regarding their education and experience.

- Report on strategic progress to the Principal, AAB and Trust Directors, where applicable

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
  - Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
  - When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – DSL	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Experienced DSL with up-to-date knowledge of safeguarding legislation	*	
<b>EXPERIENCE</b>		
Previous experience of working within an educational setting		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or other relevant work	*	
Knowledge of SEN, EAL, PP		*
Experience of leading on child protection and safeguarding within a school	*	
Experience of line management/leadership		*
<b>PROFESSIONAL SKILLS</b>		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	

The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills	*	
Willingness to keep self up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	