



Sutton Coldfield Grammar School for Girls

Application Pack for Safeguarding & SEND Administrator

Start date: **September 2024**

Closing date for applications: **9.30 am on Monday 15th July 2024**

Interview date: **Thursday 18th July 2024**

Permanent Post, 37.5 hours/week (term time only)
8.30am - 4.30pm (Monday - Friday)

Full time equivalent salary range: £28,282 - £34,834

Actual salary range: £25,517 - £32,156
(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

Tel: 0121 354 1479 | email: recruitment@suttcold.bham.sch.uk
twitter.com/suttcold | facebook.com/suttcold | www.suttcold.bham.sch.uk

Dear colleague,

Thank you for your interest in our vacancy for a Safeguarding and SEND Administrator. We are seeking to appoint a positive, proactive and resilient team player with strong organisational and time management skills, to become a vital part of the school's pastoral team. This pivotal role will enhance our safeguarding provision by joining the Designated Safeguarding Lead (DSL) team as a non-teaching Deputy Designated Safeguarding Lead, while providing effective administrative support to our SENDCo, Heads of Year and wider safeguarding team.

The pastoral team encompasses our Heads of Year, from Year 7 to Year 13, supported by our SENDCo, Pastoral Administrator, Student Support and Character Mentor, and our Assistant Headteacher – Student Support and Welfare. Our Deputy Headteacher – Student and Staff Development leads our pastoral team and has the role of Designated Safeguarding Lead, supported by 5 Deputy DSLs.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-Level results, we provide students with so much more than mastery of examination syllabuses. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind, and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge visits to Tanzania and China, ski trips to Italy and Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1200 students in the school, including 307 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12.

Ranked the 29th best secondary school nationally and 4th in the West Midlands in the recent Sunday Times Parent Power Survey, we have fantastic results (in August 2023: 82% of GCSE grades were 7-9 and 61% were grades 8/9; at A-Level 83% of grades were A*/B and 55% A*/A) and are embedding a culture of development across the whole staff.

	GCSE: Grades 9/8	GCSE: Grades 9/7	A-Level: A*/ A	A-Level: A*/ B
August 2023	61%	83%	56%	83%
August 2019	51%	74%	47%	77%



There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B Minards', written in a cursive style.

Dr B. Minards
Headteacher



Job Description - Safeguarding and SEND Administrator

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Deputy Headteacher – Student and Staff Development (DSL)

Job Purpose

- To enhance the school's safeguarding provision as the non-teaching Deputy Designated Safeguarding Lead (DDSL).
- To provide effective administrative support to Heads of Years, the DSL team and the SENDCo.
- To support the safeguarding team with first interventions required to safeguard students and to be the lead for complex safeguarding cases.
- To be the nominated lead for Emotional Based School Avoidance (EBSA) students within school.

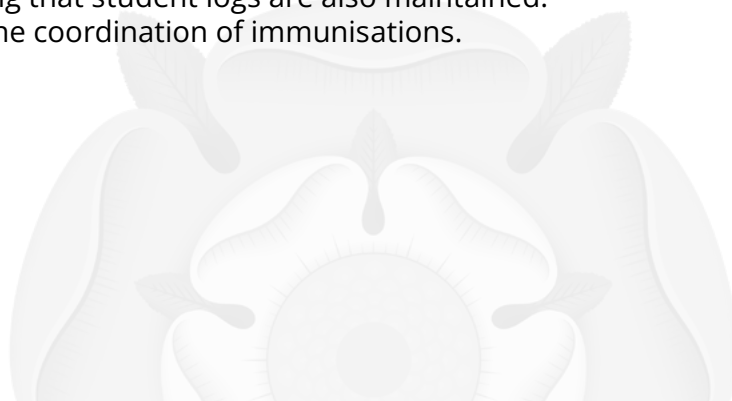
Key Responsibilities:

Safeguarding

- Respond appropriately to disclosures or concerns which relate to the well-being of a student, ensuring safeguarding concerns are recorded, allocated and addressed.
- Initiate and refer students to external agencies; coordinate and track referrals, liaise as first point of contact, provide the necessary statutory and in-school data.
- Plan and complete professional assessments of need and risk in respect of parents and carers, using the Local Authority procedures for children in need and at risk of significant harm,
- Maintain accurate, confidential, and up-to-date documentation and record keeping on all cases of safeguarding and child protection, and report where required.
- Manage the administration of My Concern and provide administrative support for the DSL and wider safeguarding team.
- Act as lead professional for complex cases and coordinate external agency meetings, as required.
- Assist with the preparation and distribution of regular safeguarding updates, and work with the pastoral team to offer DSL support in safeguarding concerns.
- Liaise with the Attendance Officer to address attendance concerns as the Lead for EBSA within school.
- Develop spreadsheets related to safeguarding and mental health trends from My Concern data to report to the DSL team.
- Maintain, monitor and book staff training and induction with regards to Safeguarding and SEND.

SEND Administration

- Monitor intervention study sessions and liaise with the Senior Leadership Team and SENDCo in evaluating the provision available.
- Support the SENDCo and HOYs in the administration of Pupil Profiles, ensuring distribution to staff, SENDCo file, pupil information file, parents or outside agencies, as applicable.
- Liaise and communicate with external agencies, such as vision loss and hearing teams, to support SEND students, and other external agencies as appropriated under the guidance of the Deputy Headteacher – Student and Staff Development.
- Ensure all SEND information is up to date on SIMS and in the shared area.
- Update individual student information, e.g. medical management plans, and distribute as appropriate, ensuring that student logs are also maintained.
- Be responsible for the coordination of immunisations.



Job Description - Safeguarding and SEND Administrator

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

Experience	<ul style="list-style-type: none">• Experience of working with children or young adults in an education setting.• Experience of liaising with external agencies and professionals for SEND, safeguarding or child protection referrals.
Skills and Abilities	<ul style="list-style-type: none">• The ability to build effective working relationships with students, families, and external agencies.• Ability to work as part of a team and have the initiative to work alone and proactively.• Ability to deal with challenging situations, remain calm under pressure and meet deadlines.• Highly organised with strong attention to detail, able to keep detailed and accurate records.• Personal integrity, honesty and sound judgement.• Flexible attitude and approach to work.• IT competent, particularly in Microsoft Office Software. Experience of Teams is desirable but not essential.
Qualifications and Knowledge	<ul style="list-style-type: none">• A good standard of general education, ideally qualified to at least A-Level standard (or equivalent).• A sound understanding of the principles of confidentiality, safeguarding and child protection.
Training	<ul style="list-style-type: none">• Willingness to undertake DSL training in September 2024 essential, if not already completed.• Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls.





What you can expect as a member of Support Staff at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The initial support of a Buddy
- Full access to the induction programme
- The support of your line manager in curriculum and class management matters
- Full support in your duties as a Form Tutor
- Guidance for career development and professional development opportunities
- Information on issues relating to your job
- An annual review of your overall performance

As a member of member of support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Attend parents' evenings, open evenings, INSET days as required
- Take part in department, pastoral, and other staff meetings as required
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Keep up to date with developments in your own subject
- Ensure your classroom practice is inclusive and reflects a full awareness of the requirements of the Teachers' Standards

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and addressed to Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Monday 15th July 2024.

Interviews will be held on Thursday 18th July 2024.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mr Mark Charles
Mrs Meg Mahoney
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

