



Safeguarding and Welfare Officer Applicant Information Pack

October 2025

Headteacher's welcome

Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



Community – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



Ambition – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



Respect – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



Excellence – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

Mr Chris Bury
Headteacher



About our school



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	Safeguarding and Welfare Officer
Reports To:	Senior Safeguarding and Welfare Manager
Grade:	5, SCP 9-17 (£23,401 - £26,636 pro-rata) (subject to pay award)
Hours:	37 hours per week, Term Time + 1 Week (40 weeks)

Job Purpose

The Safeguarding Officer is first point of contact for staff, students, parents/carers, the community, and other professionals in relation to safeguarding concerns. They will be supported by, and accountable to, the Senior Safeguarding and Welfare Manager in leading and managing safeguarding practice, and ensuring the safeguarding and welfare of students at Q3 Academy Great Barr. They will coordinate referrals to external agencies, follow up on and evaluate the effectiveness of referrals, attend and contribute reports for relevant meetings, and keep precise and thorough records of actions. They will work within the Safeguarding Team, updating and raising awareness of key policies and practices, helping to build and maintain an exceptional safeguarding and welfare culture at Q3 Academy Great Barr with pioneering practice.

Key Duties and Responsibilities

- Respond appropriately and in a timely manner to safeguarding concerns to ensure students are kept safe from harm, implementing Q3 Academy Great Barr's Safeguarding and Child Protection policy and Keeping Children Safe in Education statutory guidance at all times;
- Pro-actively work with families and professionals through joint planning and monitoring of arrangements for the safeguarding of children;
- Be the point of contact for a family where a safeguarding concern has been highlighted. This may involve working in collaboration with both internal and external professionals;
- Maintain regular communication with families and provide personalised support throughout issues as they arise, encouraging parent/carer involvement in supporting development and progress;
- Keep up-to-date on the latest services available in the area as to signpost appropriately;
- Support at all stages of transition and implement intervention as appropriate;
- Facilitate the transfer of relevant student information and files;
- Carry out home visits and create plans, with other professionals, to tackle barriers to learning;
- Visit families at home (in accordance with safe working practices and policies) if relevant to the safeguarding and welfare of students;
- To work with pastoral and attendance teams to improve the attendance of all, especially vulnerable students, by developing action plans and undertaking individual case work with families to support them in addressing issues which might be impacting on their child's learning and mental health;
- Initiate and coordinate the referral of students to external agencies;
- Manage effective relationships with external agencies and professionals involved in safeguarding, including social services and mental health support services;
- Liaise with their Line Manager in initiating multi-agency referrals for students;

- Take on the Lead Professional role in cases and coordinate Team Around the Child/Family meetings, when appropriate and ensure that the child's voice is captured and brought to the TAF as well as ensuring there is a record of agreed actions and the work completed on the EHM;
- Support the Safeguarding Team in completion of Early Help Assessments, where an Early Help need is identified, and to make referrals to external agencies, acting as the Lead Professional where appropriate;
- Work with other staff in the School and external agencies to secure the best possible outcomes for children and families, especially those who are deemed vulnerable (with or without a formal plan);
- Liaise with other partners and agencies to ensure they have access to necessary information to make sound judgements and decisions about students' welfare;
- Monitor and visit students on off-site directions or in alternative provision and liaise with professionals to ensure appropriate checks are in place and that students are attending regularly;
- Identify, and be responsive to, at-risk students and students exhibiting signs of poor mental health, ensuring that appropriate support is in place;
- To deliver effective, safe, and prompt first aid for both physical and mental health, and maintain the relevant qualifications;
- Report all decisions including the rationale, and actions taken, thoroughly and promptly on relevant safeguarding systems;
- Promote and champion good practices amongst all staff;
- Ensure that vulnerable students who are victims of abuse and maltreatment are supported appropriately and sensitively, and that all actions assigned to the School from planning and intervention meetings, are successfully carried out and monitored;
- Support the Safeguarding and Welfare Manager in the planning and delivery of training;
- Attend and participate in meetings in relation to safeguarding cases, some of which may take place outside of normal working hours, working closely with colleagues as required;
- Contribute to professional assessments of need and risk in respect of parents/carers using the respective local authority's procedures;
- Coordinate the Early Help/Strengthening Families approach to prevent and address concerns;
- To signpost families to sources of advice and guidance within the local community and via other agencies;
- Maintain confidentiality at all times, and ensure that appropriate confidentiality is maintained by all staff during safeguarding processes.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of the School and Trust, and to undertake risk assessments as appropriate;
- The School site is a designated no smoking site (including vapes and e-cigarettes).

Wider Professional Effectiveness

- Participate and actively engage in CPD;
- Demonstrate ongoing improvement in your role as a result of Professional Development;
- Liaise appropriately with colleagues.

Role Model

- Ensure that 'no student is left behind', in their academic and personal development;

- Demonstrate exceptional conduct, professionalism, and time keeping in line with policy;
- Build team commitment and positivity amongst students and staff alike;
- Engage and motivate students and staff to do their best by doing your very best.

Additional Components

- To work in an enthusiastic, cooperative, and polite manner to enhance the School's reputation;
- To work with students in a courteous, positive, caring, and responsive manner;
- Play a full part in the life of the School's community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example;
- Carry out duties in line with all policies and promote a positive, harmonious working environment.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

	Essential	Desirable	Assessed
Qualifications			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Professional Experience, Knowledge, and Understanding			
Experience working in the field of safeguarding	✓		A, I, R
Relevant qualifications (Lead Professional, EHM, etc.)		✓	A, I, R
In-depth understanding of safeguarding and CP legislation	✓		A, I, R
Experience working in an educational setting		✓	A, I, R
Experience working with vulnerable families/young people		✓	A, I, R
The ability to handle and produce data in a useable format	✓		A, I, R
Experience coordinating with external organisations		✓	A, I, R
Has an excellent telephone manner	✓		A, I, R
Experience in working quickly under pressure	✓		A, I, R
Experience of planning and coordinating meetings	✓		A, I, R
Knowledge and Skills			
Strong IT skills, including Microsoft Office suite	✓		A, I, R
Knowledge of data protection regulations (e.g., GDPR)	✓		A, I
Ability to maintain accuracy and attention to detail	✓		A, I, R
Understanding of safeguarding policies and procedures	✓		A, I
Excellent organisational and time management skills	✓		A, I, R
Effective communication skills, both written and verbal	✓		A, I, R
Ability to work collaboratively with colleagues	✓		I, R
Ability to handle multiple tasks and prioritise workload	✓		I, R
Proficiency in student information systems (e.g. SIMS)		✓	A, I, R
Personal Qualities			
Commitment to the wellbeing of our community	✓		I, R
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability	✓		I, R
Positive and inclusive approach	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R
Confidence and willingness to challenge poor practice	✓		I, R
Promotion of our CARE Values	✓		I, R

A = Application Form, I = Interview, R = Reference

How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 9 th November 2025
Interview date:	Friday 14 th November 2025

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond at c.drummond@gbr.merciantrust.org.uk

