November 2022

Ref: CRE/SRO

Dear Applicant

**Vacancy for Safeguarding Assistant, Term time contract – working 27.5 hours per week, 9am – 3pm, Monday - Friday**

Thank you for showing an interest in the above position at Clayton Hall Academy. This is a fantastic opportunity for the selected candidate to thrive in a challenging role in a fast-paced environment with an expanding multi-academy trust.

This post would suit a flexible, energetic and forward-thinking person who is keen to support the Trust as it grows on its journey to outstanding. This role provides the opportunity to gain school experience in an exciting role, providing administrative support to the Designated Safeguarding Lead.

The Safeguarding Assistant role will include liaison with the pastoral team, teaching staff and students, as well as external partner agencies and parents, so good communication and relationship skills are key.

The ability to work confidentially, sometimes in stressful situations, is important, and we would prefer someone with previous experience in schools or working with young people. Your enthusiasm and motivation will lead our pastoral system to develop successful activities and a sense of competitive coherence.

In the United Endeavour Trust, we are preparing young people for life in the 21st Century. We believe passionately that our pupils should leave school with the skills, qualifications and attitudes to prepare them for adulthood. This is best achieved through a challenging and demanding curriculum that provides many opportunities for learning and stretches pupils in many different ways. We want those we teach to understand that secondary education is one part of a lifelong learning process. To do this our approach is positive and outward looking and our teaching and support staff are committed to a programme of continuous improvement.

As well as completing an application form, please also attach a letter of application (this forms a major part of the assessment criteria), maximum of two sides of A4 Arial font 12, addressing the following points:

• Why you are interested in this post and your experience so far.

• What contributions you could make to students' development within our school.

• Any particular areas of strength and expertise you have to offer.

Completed application forms should be emailed to: HRteam@uetrust.org

The closing date for applications is 9.00am Friday 18th November (however we reserve the right to close the advert should a suitable candidate become available) with interview date being advised to short listed candidates. We look forward to receiving your application.

Yours sincerely

Caty Reid

Principal