

**Recruitment Pack**

Safeguarding and Inclusion Officer

Closing Date – 03.09.25 (midnight)

Interviews – 08.09.25

**Safeguarding and Inclusion Officer**

**Permanent Contract - Term Time plus 5 days**

**Job Ref: (?????)**

**Start Date: As soon as possible**

**Interviews: 8th September 2025**

*Salary:* Grade 7 Point 19-23 £32061-£34434 (actual salary £28161 - £30377)

*Hours*: 37 (Monday to Thursday 8.15am-4.15pm, Friday 8.15am-3.45pm)

Job Description

**Job Purpose:**

* Lead on implementing child protection and safeguarding policies, procedures and guidance for the school;
* Take the lead role in monitoring the progress and attainment of CLA/Vulnerable students;
* Work directly with children in need, and their families, to prevent children suffering significant harm;
* Provide support and guidance to carers’ and parents and co-ordinate planned support and interventions as part of agreed plans for children;
* Ensure that students at risk of harm, or in need are supported and any referrals are made to through the appropriate local authority/local safeguarding board procedures;
* Provide training on policies and procedures to all staff, including delivering Level 1 training;
* Liaise with staff, parents, colleagues across the Trust, other education institutions and multi-agency partners to support students’ progress and overall development

**Key Responsibilities and Accountabilities:**

The post holder will:

* Provide leadership and management for operational child protection and safeguarding procedures;
* Receive and co-ordinate referrals, arranging action and reviewing services for children and families;
* Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection, in line with Data Protection legislation and information sharing practices
* Encourage good practice by promoting and championing child protection policy and procedures and use this knowledge to improve and develop school practice and policies;
* Have an up-to-date knowledge of child protection and safeguarding processes and procedures and provide relevant advice, information and support to colleagues and other partners;
* Support the care of children where their living arrangements are at risk of breakdown (including local authority placements);
* Use, model and evaluate effective practice, processes and systems relating to safeguarding and child protection, working with other staff and agencies who support students (including Local Authority and Government Agencies, Health and Children’s Services, Voluntary Groups, Parent & Carer organisations) to ensure effective communication concerning students’ wellbeing;

Job Description Continued

* Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are successfully carried out and monitored;
* Take part in internal meetings, leading the sharing of information and ideas, and positively promoting and providing guidance on school policy and procedures where necessary. Where there are areas of concern, or potential concerns liaise with other colleagues as appropriate and where required co-ordinate and monitor actions as part of the Common Assessment Framework;
* Invoke and participate in Child Protection Conferences and planning and review meetings, as appropriate, whilst working closely with colleagues in Children’s Services as required (some of which may take place out of normal working hours). This will include negotiating between child, family and commissioning worker to identify the support package required;
* Prepare reports, assessments and provide other data, as required;
* Act as a role model and actively demonstrate understanding of school policy and procedures to students, staff and parents;
* Remain informed and up-to-date around national initiatives and good practice as it relates to students and attendance and education welfare, and provide relevant advice, information and support to colleagues and other partners;
* Work closely with children and families Social Workers, developing links with, and utilising resources of, the community as part of agreed plans for children;
* From referrals, develop a register of students who are ‘vulnerable’ and another for those who are “Looked After Children” and be responsible for monitoring the progress of these students.

**Contribution to Whole School**

* Comply with, and assist, with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students;
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students;
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others;
* Deliver out of school learning activities or duties within guidelines established by the school;
* Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.



**Responsibilities for Resources**

* Effective use of materials and resources.

Job Description Continued

**Responsibilities for Budgets and People**

* None.

**Performance Management and Review**

* Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
* The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Appraisal Policy.

**Core Responsibilities and Duties**

* All postholders are required to:
* Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
* Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures;
* Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure equal opportunities for all;
* Contribute to the overall vision and values of the Trust;
* Appreciate and support the role of other professionals;
* Work effectively as part of team;
* Attend relevant meetings, as required;
* Participate in training and other learning activities and performance development as required;
* Treat all users of the school with courtesy and consideration;
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
* Be proactive in seeking appropriate advice and guidance where required;
* Flexible and willing to work between different sites as required

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post, and the grade has been established on this basis.



Job Description Continued

As part of your wider duties and responsibilities, you are required to promote and actively support the School’s/Trust’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about

creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable. Please visit our website [www.diamondwoodacademy.co.uk](http://www.diamondwoodacademy.co.uk) ‘policies page’ to read our Safeguarding Policy.

**Closing date – midnight 3rd September 202532**

To find out more about the Academy, please visit our website: [www.](http://www.christchurchcofeacademy.co.uk)diamondwoodacademy.co.uk

We only accept applications completed on the Enhance Academy Trust Portal.

*Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.*



JOB TITLE: Safeguarding and Inclusion Officer

Job Specification



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Categories** | **Essential or**  **Desirable** | **App Form** | **Interview**  **or Task** |
| **Qualifications** | | | | |
| 1. | 5 or more GCSEs at Grade 4/Grade C or higher, including English and Maths. (or equivalent grades/qualifications) or  relevant experience; | E | ✓ |  |
| 2. | Education to degree level or equivalent relevant experience; | D | ✓ |  |
| 3. | Child Protection (Level 3) trained; | D | ✓ |  |
| 4. | Understanding of Safeguarding and Child Protection issues; | E | ✓ | ✓ |
| **Experience** | | | | |
| 5. | Experience of basic technology, PC, internet, MS Office  packages; | E | ✓ | ✓ |
| 6. | Experience of successfully working with identified disaffected students, or groups of students (of a relevant  age to the setting); | E | ✓ | ✓ |
| 7. | Experience of working with young people in relation to child  protection and safeguarding issues; | E | ✓ | ✓ |
| 8. | Experience of working with or supporting SEN/D students or  students with behavioural issues; | E | ✓ | ✓ |
| 9. | Experience of forging community/voluntary/ parent and  partner agency links; | E | ✓ | ✓ |
| 10. | Experience of leading a team or a community project/area  of school development; | D | ✓ |  |
| **Abilities, Skills and Knowledge** | | | | |
| 11. | Able to work as an effective team member and apply  directions/instructions; | E | ✓ | ✓ |
| 12. | Innovative approaches to working with students, parents, the local community and multi-agency partners in relation  to attendance, behaviour and inclusion strategies; | E | ✓ | ✓ |
| 13. | Developed knowledge of understanding of safeguarding and  child protection issues;  Job Specification Continued | E | ✓ | ✓ |
| 14. | Understanding of student’s welfare and pastoral needs; | E | ✓ | ✓ |
| 15. | Full working knowledge of relevant policies/codes of  practice legislation; | D | ✓ | ✓ |
| 16. | Ability to participate professionally in meetings; | E | ✓ | ✓ |
| 17. | Able to organise, lead and motivate a team, this includes  holding performance reviews; | E | ✓ | ✓ |
| 18. | Ability to relate well to children and young people; | E | ✓ | ✓ |
| 19. | Well-developed analytical, planning and organisational  skills; | E | ✓ | ✓ |
| 20. | Able to communicate effectively with young people and adults (parents, other staff). Able to negotiate and network  through highly developed inter-personal written, verbal and presentation skills to a range of audiences, including School Performance Review Board | E | ✓ | ✓ |
| 21. | Deal with students personal and other crises; | **E** | ✓ | ✓ |
| 22. | Prioritise, plan and direct the workload of self and others, balancing long and short-term priorities; | **E** | ✓ | ✓ |
| 23. | Able to use initiative and develop creative and imaginative solutions to solve problems; | **E** | ✓ | ✓ |
| 24. | Strategies for ensuring equal opportunities for students, staff and other stakeholders; | **E** | ✓ | ✓ |
| 25. | Set high standards and provide a role model for students and staff; | **E** | ✓ | ✓ |
| 26. | Able to seek support, when required; | **E** | ✓ | ✓ |
| 27. | Evidence of sound judgement skills; | **E** | ✓ | ✓ |
| 28. | An excellent record of attendance and punctuality; | **E** | ✓ | ✓ |
| 29. | Enjoyment in working with young people and families; | **E** | ✓ | ✓ |
| 30. | Reliability, integrity and stamina; | **E** | ✓ | ✓ |
| 31. | Respect confidentiality; | **E** | ✓ | ✓ |
| 32. | Commitment to personal development and learning; | **D** | ✓ | ✓ |
| 33. | Think clearly in emergency situations. | **D** | ✓ | ✓ |

Job Specification Continued

**Key E:** Must already have these criteria to be able to do the job on day one.

**D:** Needed for the job, but can be learnt during the induction period.

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us about these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

A picture containing logo

Description automatically generatedWhere criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview etc.

Diamond Wood Community Academy

Diamond Wood Community Academy is in the heart of Ravensthorpe, West Yorkshire. As a large infant school with the majority of pupils speaking English as an additional language, language development is at the heart of all that we do. We are an inclusive school which celebrates diversity. Here, we believe in encouraging our children to be the very best that they can be. Diamond Wood truly is ‘A Place to Grow, a Place to Shine!’.

Our school provides a friendly, caring environment where work and play go hand-in-hand. We aim for everyone to feel this as soon as they step through our school doors. We offer a strong sense of community and have close ties with parents and carers. We ensure that our children are educated within a caring, happy, warm and welcoming environment, with a broad and balanced curriculum.

With our dedicated staff, we strive to achieve the very best for every child. We are strong believers that ‘Teamwork makes our Diamond Wood dream work’.

Our bespoke curriculum allows pupils to develop a firm foundation of knowledge, vocabulary, skills and experience, whilst further developing their lively enquiring minds, leaving them equipped for the next phase of their learning journey and the world in which they live.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support on issues such as legal, medical, counselling, etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at lunchtimes. Staff wellbeing is extremely important at Diamond Wood, and on the recent staff survey, staff feel supported and listened to.

Support staff meetings take place weekly with line managers, updating you on changes in school life and allowing you to share your ideas, improve working practices and overcome any obstacles you may encounter.

Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of sixteen primary schools located across Wakefield, Kirklees, Barnsley and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit [www.enhanceacad.org.uk](http://www.enhanceacad.org.uk)

**Why join Enhance Academy Trust?**

This is a fantastic opportunity to join an outstanding team within a successful and forward-looking academy trust with exciting career prospects for successful applicants. As a Trust, we have developed a range of employee benefits. Here are just a few examples …

* Membership to either the Teachers’ Pension Scheme or the Local Government Pension Scheme
* Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
* GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
* Free annual flu jab
* Trained Mental Health First Aiders in all our settings
* A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
* Wherever possible, PPA at home for teachers.





**PRIVACY NOTICE FOR JOB APPLICANTS**

Privacy Statement – Job Applicant

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Diamond Wood Community Academy are the ‘data controller’ for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. For information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

**HOW WE USE EMPLOYEE INFORMATION**

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR), which states that data is used for “specified, explicit and legitimate purposes”. Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

* Contact details
* Application form
* Copies of right to work documentation
* References
* Evidence of qualifications
* Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Disability and access requirements

**WHY WE COLLECT AND USE THIS INFORMATION**

The purpose of processing this data is to aid the recruitment process by:

* Enabling us to establish relevant experience and qualifications
* Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
* Enabling equalities monitoring
* Ensuring that appropriate access arrangements can be provided for candidates that require them

**LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION**

We lawfully process this information to:

* Comply with a legal obligation
* Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

* You have given us consent to use it in a certain way
* We need to protect your vital interests (or someone else’s interests

Privacy Statement – Job Applicant cont.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

**COLLECTING THIS INFORMATION**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

**STORING THIS INFORMATION**

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

**WHO WE SHARE THIS INFORMATION WITH**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

* Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
* Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
* Professional advisers and consultants
* Employment and recruitment agencies



Privacy Statement – Job Applicant cont.

**REQUESTING ACCESS TO YOUR PERSONAL DATA**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**FURTHER INFORMATION**

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk