

# APPLICANT

# PACK



## KING ECBERT SCHOOL



Realising Potential. Transforming Lives.

## Headteacher welcome / letter

Dear Applicant

King Ecgbert School is seeking an outstanding **IFTE Permanent Safeguarding Manager to commence as early as possible in the Autumn term 2022.**



The school is exceptionally strong – rated outstanding by Ofsted, and has academic results that are consistently ‘well above average’. This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield’s Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of the Mercia Learning Trust that started with King Ecgbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

**Paul Haigh**  
**Headteacher, King Ecgbert School**

## Advert

**Post: Safeguarding Manager**

**Salary: Grade 7 (£31,895 to £35,336 pro rata)**

**Actual Starting Salary (£28,675 – £31,769– with under 5 years' service)**

**Contract Term: Permanent 37 hours 41 weeks per year**

**Start Date: As early as possible in the Autumn Term 2022.**

The Governors of King Egbert School are seeking to appoint a Safeguarding Manager to drive the Safeguarding culture at this outstanding, system leading school at the heart of the Mercia Learning Trust.

This is a great opportunity for a member of staff who has already demonstrated significant experience of managing safeguarding cases. Advanced Safeguarding trained, the successful candidate will have experience in Child Protection, Looked After Pupils, Early Help and of working with external agencies. Confident and highly organised, you will act as the Deputy Safeguarding Lead and deputise for the Designated Safeguarding Lead when necessary.

The ideal candidate will:

- Forge good working relationships with families
- Have the confidence to work on behalf of families with external agencies
- Provide support and advice for staff
- Effectively manage a busy and complex workload
- Have the ability to deal sensitively and discreetly with a wide range of people
- Have a cool head, unflappable nature and sense of humour

At King Egbert School, we believe in and promote our **ERA** values:

Academic **E**xcellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at

school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding member of staff with the ability to support the academic progress and wellbeing of all students.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

To apply please submit a Trust application form to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note, we do not accept CVs or Council Application forms.

**Closing date for applications is: Midnight Wednesday 31 August 2022**

**Interviews are provisionally scheduled for: w/c 12 September 2022**

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Safeguarding Manager</b>  *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Grade 7 (£31,895 to £35,336 FTE)</b>
<b>Hours/Weeks:</b>	<b>37 Hours, 41 Weeks per year</b>
<b>Responsible to:</b>	<b>Designated Safeguarding Lead</b>
<b>Responsible for:</b>	<b>N/A</b>

### PURPOSE OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision to:

- To act as Deputy Safeguarding Lead and deputise for the Designated Safeguarding Lead when necessary

### KEY RESPONSIBILITIES

#### Safeguarding Manager

##### Main Responsibilities

To act as Deputy Designated Safeguarding Lead and deputise for the Designated Safeguarding Lead when necessary commensurate with the DSL duties described in Keeping Children Safe in Education.

##### Child Protection

- Manage serious and complex safeguarding concerns as they arise.
- To co-ordinate the in-school responses to all Threshold 5 safeguarding concerns.
- Attend strategy discussions and report back to the DSL on any actions arising from the meeting
- To work collaboratively with statutory local partners to ensure that the school provides timely and effective responses to safeguarding issues.
- Take a leading role on all child protection cases and section 47 assessments.
- To plan effective interventions to support our most vulnerable pupils and families.
- Manage and develop a program of targeted and bespoke direct work with all pupils on the Child Protection Register.



### **Looked After Pupils**

- To attend all PEPs and manage the implementation of effective education plans for Looked-After Pupils.
- To track and monitor the academic performance of looked after pupils.
- To track the attendance and behaviour of all looked after pupils.
- To collaborate regularly with the virtual school.

### **Early Help**

- To attend the Vulnerable Learner Reviews and identify pupils to discuss at this forum.
- To support the pastoral team in the identification of the most effective early help provision.
- To support the pastoral team in accessing early help services.

### **In-house wellbeing support**

- To coordinate the school response to managing support for students below the Early Help threshold.
- To provide bespoke 1:1 direct work with targeted individuals to support attendance, behavior, academic progress and emotional well-being.
- To monitor impact of in-house wellbeing support and communicate this with DSL, Pastoral Managers, parents and carers.

### **General responsibilities appropriate to the Grade and Role**

- To work with others, both in school and with external partners, to understand the needs of our most vulnerable pupils and contribute to safeguarding briefings, bulletins and Vulnerable Learner meetings.
- To provide up to date information for key stakeholders including the DSL, Headteacher, Local Governing Body and CEO of Mercia Learning Trust.
- Along with the DSL, monitor safeguarding data to identify patterns and use this to inform actions required.
- To provide regular feedback to pupils, families, staff when appropriate about the support in place and the impact of this support.
- Follow the 'Plan Do Review' model of providing support for young people and families.
- Take a leading role in transition work with feeder primary schools to understand the needs of pupils.
- To co-ordinate the transition to post-16 providers of key safeguarding information.
- Manage the delivery of the school's operation encompass
- Manage CSE/CCE cases within the school
- To plan and deliver relevant training for staff around these key areas.
- Ensure school and Trust policies and Equalities Objectives are implemented and any issues raised with the appropriate person.
- Develop and maintain a sound working knowledge of the key legislation and guidance in relation to safeguarding children.

- Operate within legal, ethical and professional boundaries when working with children and young people by fostering good working relationships, maintaining professional boundaries, following the agreed reporting and recording systems, involving line managers when appropriate and promoting a child or young person's equality, diversity, rights and responsibilities.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Manager and/or Leadership Team.

### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- The post may be required to travel and work within any school in the Mercia Learning Trust

### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will

carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Issue Date: August 2022**

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Safeguarding Manager</b>
<b>Grade:</b>	<b>Grade 7 (£31,895 to £35,336 FTE)</b>
<b>Hours/Weeks:</b>	<b>37 Hours, 41 Weeks per year</b>
<b>Responsible to:</b>	<b>Designated Safeguarding Lead</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Level 3 qualification Excellent numeracy and Literacy skills Excellent organisational and ICT skills Advanced Safeguarding trained	Degree or equivalent level 4 qualification Experience of working with SIMS
Experience	Experience in a role directly supporting families with children under 18 Proven track record of successfully leading safeguarding and/or family support Experience of working with young people in an educational setting and to have shown a strong interest and success in dealing with young people and their pastoral welfare	Experience of working with challenging young people Experience of liaising with a multidisciplinary team Experience of working in a secondary school Experience of academic mentoring and developing intervention packages Experience of using data to identify and track under-performing students



	<p>Experience of working as part of a team</p>	<p>Experience of formulating and implementing policy and procedures</p> <p>Work with families to have taken place within the family home</p>
<p>Knowledge/Skills (Ability to)</p>	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p> <p>Knowledge and understanding of early interventions, strategies that work effectively with families</p> <p>Knowledge of statutory requirements</p> <p>Understanding of and commitment to inclusive education</p> <p>Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Outlook etc.</p> <p>Excellent written and oral communication skills</p> <p>Strong interpersonal skills – ability to build rapport and trust</p> <p>Excellent time management and organisational skills</p> <p>Ability to work under pressure in a rapidly changing environment</p> <p>Ability to use own initiative</p> <p>Willingness to learn relevant systems and procedures to support outstanding</p>	<p>Be able to develop and deliver CPD for other staff</p> <p>Confident to challenge poor practice as required</p>

	<p>safeguarding.</p> <p>Be able to promote high standards of behaviour and discipline with all students in the school and to have a strong public presence</p>	
Personal Qualities	<p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>A positive role model</p> <p>Committed to excellence in all areas of practice</p> <p>Strong collaborative work ethic</p> <p>Able to actively support, promote and encourage Mercia Learning Trust's ethos and values</p> <p>Ability to remain calm in stressful situations</p> <p>Sensitivity and empathy towards the needs of Others</p> <p>Integrity and honesty</p> <p>Professional and able to maintain the highest levels of confidentiality</p>	

	A good sense of humour  Attention to detail	
--	---	--

## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merctrust.co.uk](http://www.merctrust.co.uk)
- Email your completed application to [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk) or post it to:  
 MLT Recruitment Team  
 Mercia Learning Trust  
 79 Glen Road  
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merctrust.co.uk/careers](http://www.merctrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk).

Key dates:

- **Closing date: Midnight Wednesday 31 August 2022**
- **Interviews provisionally W/C: 12 September 2022**

**The small print:**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.