

# All Saints Academy

## Safeguarding Officer

If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.

Scott Simpson-Horne  
Headteacher



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# Key Details

## Salary

Grade D

Salary FTE: £26,824 – £29,540

Actual Salary; £22,972 – £25,297

## Location

All Saints Academy

## Hours

37 hours per week

39 weeks per year

## Interviews

TBC

## Closing date

1<sup>st</sup> July 2026 at 9am

## Required from

September 2026

Our mission is to deliver transformational education and provide experiences that enable the entire community to flourish.

# How to apply

For further information please email: [vacancies@asap.org.uk](mailto:vacancies@asap.org.uk)

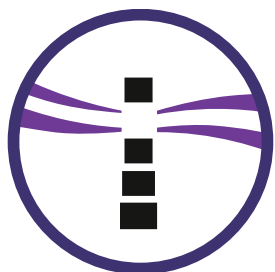
An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



# About All Saints Academy



## Welcome to All Saints Academy, Plymouth

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and continue to improve our results year on year. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

Our school is part of the Ted Wragg Trust, an ambitious and inclusive Trust of schools whose mission is to transform lives and strengthen our communities to make the world a better place. As an employee, you will get to enjoy all the benefits of working in a smaller school, whilst also benefitting from the experience and resourcing of a much larger network.

The academy values – Love, Legacy, Bravery – align fully with the Trust's commitment to ensure all pupils thrive regardless of social-economic background. We ask all our staff to be committed to the idea of social justice and help make All Saints a beacon for education across the South West and Beyond.

The Ted Wragg Multi 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 and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.

Our values ensure that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.

All Saints Academy is part of the Ted Wragg Multi Academy Trust, a values driven, rapidly growing 2 – 18 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. Our priority is to ensure that our pupils, regardless of social-economical background can learn, thrive and be successful. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exceptional person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.



**If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.**



# A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Moira Marder, OBE**

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow our Headteachers**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



## Safeguarding Officer (Grade D)

### *Job Description*

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing high-quality administrative and organisational support to the Designated Safeguarding Lead (DSL). The Safeguarding Officer plays a vital role in maintaining accurate safeguarding records, coordinating referrals, managing confidential documentation, and ensuring timely communication with staff, families, and external agencies. Working at the centre of the school's safeguarding processes, the role ensures that concerns are logged, monitored, and escalated appropriately, contributing to a culture of vigilance, professionalism, and student wellbeing.

#### Your responsibilities

- To collate information from CPOMS across the year groups for analysis by DSLs and Pastoral Leaders.
- To communicate with parents when certain incidents occur to raise awareness of issues and concerns
- To work with students to compile information.
- To work with students to make them aware of issues and concerns.
- To maintain an oversight of the safeguarding reporting system, ensuring that all appropriate details are entered and that actions and next steps are entered for all concerns raised.
- To produce reports from the online safeguarding system as required by the DSLs (to triage safeguarding concerns reported by staff)
- To monitor incidents of bullying where they occur and inform the DSLs.
- To maintain updated logs of pupil movement.
- To maintain the records of attendance and checks on alternative providers.
- To monitor the attendance of vulnerable pupils i.e. those on the safeguarding register and those pupils who are newly identified as vulnerable and to complete home visits.
- To collate the documentation required for any meetings as needed by the Academy DSLs including meetings with parents and meetings arranged by external agencies.
- To create calendar invitations and to record and share minutes for the safeguarding team meetings
- To circulate a newsletter to academy staff providing an update on local and national safeguarding news.
- To undertake the online safeguarding training provided by the Trust
- To complete safeguarding training to a level 2 equivalence standard, including online training.
- Develop and maintain relationships with parents and carers to encourage student participation in school.
- Provide support to parents and carers, including signposting for external services where required.
- Assist other staff with the management of parental complaints relating to safeguarding concerns, where

required.

- The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically
- The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
- The postholder may deal with sensitive material and should maintain confidential
- To undertake additional duties as required, commensurate with the level of the job.

### Role Criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work maybe subject interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

## Safeguarding Officer (Grade D)

### *Person Specification*

#### Qualifications

- |  |           |
|--|-----------|
| • GCSE English and Maths (Grade 4) or equivalent | Essential |
| • NVQ3/A Level or equivalent experience          | Essential |
| • Level 3 Safeguarding Training                  | Essential |

#### Experience

- |   |           |
|---|-----------|
| • Experience of working with children in an educational setting | Essential |
| • Experience of working in an office environment                | Essential |
| • Experience of working in a safeguarding role                  | Desirable |
| • Experience of working with vulnerable young people            | Essential |

#### Key Skills

- |  |           |
|--|-----------|
| • Excellent knowledge of Safeguarding and Keeping Children Safe in Education (KCSIE) to ensure effective procedures to safeguard students within the academy | Essential |
| • Working with a range of IT packages  | Essential |
| • Understanding of confidentiality issues within a school environment.   | Essential |
| • Excellent interpersonal skills and the ability to form strong relationships with internal and external stakeholders.                                       | Essential |
| • Ability to communicate effectively with staff, students, parents and external agencies.  | Essential |
| • Ability to anticipate issues and act on them in a proactive manner.  | Essential |
| • Ability to work under pressure and manage conflicting demands upon time.   | Essential |
| • Empathy to understand the needs and challenges of students and being able to relate to them on a personal level.   | Essential |
| • Ability to use own initiative within established working practices.  | Essential |
| • A passion for the safeguarding of all young people.  | Essential |

- An effective and trusted team member, who contributes positively and provides mutual support when needed. Essential
- A willingness to learn and attend training on safeguarding and child protection topics. Essential
- Commitment to own professional development Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential
- Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. Essential

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities Essential
- **Collaborative:** build strong relationships and networks Essential

# #lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



# The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

## Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

## Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



### Sustained

Frequency is critical, not time span



### Practice-Based

Create new habits



### Domain-Specific

Create new habits



### External Expertise

Challenge the familiar & refresh ideas



### Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



# Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account to enable excellence. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

## Key Concept: Leadership



We believe that great leadership:



Fiercely educates



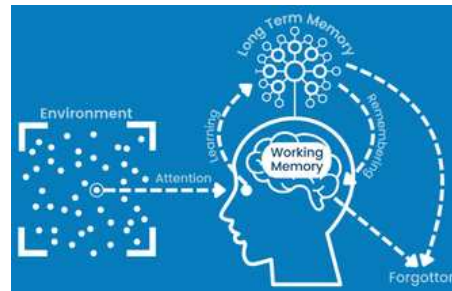
Thrives in a complex system



Is locally enabled

## Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



## Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

### Microsystem

#### Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

#### Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

#### School

- Behaviour, Health and Safety
- Accessibility, Safeguarding Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

### Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

### Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

# Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000. <a href="http://cyclescheme.co.uk">cyclescheme.co.uk</a></p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



# Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for your  
interest in working for  
us!

