

Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF SAFEGUARDING OFFICER (Maternity cover)



DYSON PERRINS CHURCH OF ENGLAND ACADEMY

Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

Our School values:

Belief

Trust

Resilience

Challenge

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

"Pupils are happy and feel safe at this inclusive school. Staff have high expectations for pupils in all aspects of school life. This is reflected in their positive behaviour and their participation in all aspects of school life. Pupils' behaviour in and around school is calm and friendly." Ofsted, June 2023

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston
Headteacher



Dyson Perrins

CHURCH OF ENGLAND ACADEMY

We are currently seeking a Safeguarding Officer (Deputy Designated Safeguarding Lead) as maternity cover within our highly committed safeguarding team. We are able to offer some flexibility to work 30-37 hours per week over 4 or 5 days, Term Time Only plus TED days. The anticipated start date is June 2025.

The pay scale for this role is SC5 (12 -17) £27,711- £30,060 FTE. (Based on 37 hours, actual pay is £23,702.33 - £25,711.52)

The successful candidate will work with the Designated Safeguarding Lead and wider pastoral team to support and promote an inclusive culture throughout the school. We are seeking an experienced colleague with the skills to form positive relationships with students whilst maintaining high expectations. You will be expected to support colleagues across the school to follow safeguarding and child protection procedures, including making referrals and working with external agencies as required. The role requires regular communication with students' families. As Deputy Designated Safeguarding Lead you will be required to act as Designated Safeguarding Lead in their absence.

You will need experience of working with young people and a strong understanding of safeguarding procedures, whether that is in a school or similar setting. Full training for the role will be provided. Ultimately, we are looking for a highly motivated professional with a desire to make a positive difference.

Visits to see the school are welcome.

The successful candidate will be:

- Committed to promoting a culture of safeguarding and inclusion
- Experienced in safeguarding and child protection procedures
- Committed to professional development and continual improvement
- Willing to uphold our Christian values of trust, belief, challenge and resilience.

Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Dyson Perrins carries out an online search as part of our due diligence of shortlisted candidates. References will be sought on shortlisted candidates before interview. If successful for this position you will be expected to apply for an Enhanced Disclosure from the Disclosure and Barring Service before appointment is confirmed.

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: HR@dysonperrins.co.uk

Telephone: 01684 564751

To apply please visit MY NEW TERM which can be found on our website using the following link.

<https://www.dysonperrins.worcs.sch.uk/about-us/work-for-us>

Thank you for your interest in Dyson Perrins Church of England Academy, We look forward to receiving your application form.



JOB DESCRIPTION

The post holder will be expected to act as an adult role model and have a responsibility to promote a culture of safeguarding in accordance with school policies and procedures and any associated guidance, including Keeping Children Safe in Education (KCSIE).

As Deputy Designated Safeguarding Lead, the post holder is expected to support the Designated Safeguarding Lead to fulfil the full responsibilities set out in Annex C of Keeping Children Safe in Education https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf. The post holder will be expected to act as the Designated Safeguarding Lead in the event of them being absent from duty.

Main Duties and Responsibilities:

Safeguarding School Support

- Support the DSL with safeguarding and child protection across the school at an operational level.
- To work with key stakeholders across the school in regards to safeguarding measures and needs.
- To contribute to raising awareness of safeguarding, developing procedures for reporting cases, & establishing a safe environment for students by maintaining and improving safeguarding standards.
- Provide support to the DSL for staff induction, which includes the school's pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding response to children who go missing from education
- Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSL and their role and their role in disclosures.
- To maintain student safeguarding files and uphold confidentiality at all times
- To arrange, set up and attend meetings with parents and external agencies where appropriate.
- Attend meetings with external agencies including Child Protection meetings and Child in Need core groups.
- To produce word processed reports, and input data onto spreadsheets
- Keeping written records of concerns about children, even where there is no need to refer the matter immediately
- Keeping all records securely, separate from the main pupil file, using our online recording system.
- To assist the Safeguarding team with the planning and delivery of safeguarding training
- To maintain records of registration during safeguarding training
- To assist with the preparation and distribution of regular Safeguarding updates
- To support the Attendance Officer and Pastoral Team in ensuring high standards of attendance, including home visits where required.
- To undertake administrative tasks relating to the monitoring of the implementation of safeguarding policy and procedures
- To model and maintain high standards of conduct and behaviour expected of all students
- Support the DSL with strategy discussions and inter-agency meetings and contribute to the assessment of children via Early Help Assessments and put in place actions as a result.
- To identify and work with children and families to identify those who are at risk, patterns of behaviour, attendance and progress, raise safeguarding concerns
- Liaises with the DSL, AHTs, DHT, Safeguarding Team, teachers, other support staff including external agencies and education specialists and parents/carers
- Work with students in groups or on a 1:1 basis to support their needs in school
- Work alongside designated teacher to support CLA and CPLA by attending PEP meetings and communicating with the virtual school
- Provide support with referring cases of suspected abuse to the local authority children's social care in discussion with the DSL



Dyson Perrins

CHURCH OF ENGLAND ACADEMY

- Provide support with referring cases to the Channel programme where there is a radicalisation concern
- Refer cases where a crime may have been committed to the police and to other relevant bodies in discussion with DSL.
- Keep detailed, accurate and secure written records of concerns and referrals
- Oversee the effective completion of Early Help Assessments.
- Understand the assessment process for providing early help and intervention
- Attend and contribute to child protection case conferences effectively when required to do so

General

- To maintain high standards of confidentiality and professionalism.
- To act as a point of contact for external agencies, staff, parents/carers with attendance, safeguarding and welfare concerns.
- To carry out administrative tasks associated with all of the above duties.
- To remain aware and work within all relevant school working practices, policies and procedures.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty.
- To have excellent communication and organisational skills, including the ability to prioritise.

Other Duties

- To undertake such other duties, training and/or tasks as may be reasonably required.
- To undertake Health & Safety duties commensurate with the post and/or as detailed in the School Health & Safety Policy.

Individual employees have a responsibility to promote and safeguard the welfare of the children and young persons for whom he/she is responsible or who he/she comes into contact with.

Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.



Person Specification

Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> L2 qualifications - GCSE Maths and English (Grade 4) or equivalent. Safeguarding Level 2 and Prevent training. Safeguarding Level 3 training (or be willing to undertake this). Experience of working with children. Experience of working with external agencies, such as local authority child protection services and police, including making formal referrals. 	<ul style="list-style-type: none"> L3 qualifications - A levels or equivalent. Experience of working in a safeguarding role. Experience of working in a school.
Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> Excellent knowledge of Safeguarding and Keeping Children Safe in Education (KCSIE) to ensure effective procedures to safeguard students within the academy. Knowledge of pre-employment recruitment checks and induction for new staff or willingness to learn the school requirements. Ability to use restorative practice techniques. Ability to advise staff on safeguarding strategies. 	<ul style="list-style-type: none"> Safer Recruitment Training or a willingness to undertake this training. Knowledge of SIMS.
Leadership Skills	
Essential	Desirable
<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to form strong relationships with internal and external stakeholders. Ability to communicate effectively with staff, students, parents and external agencies. Ability to anticipate issues and act on them in a proactive manner. Ability to work under pressure and manage conflicting demands upon time. Commitment to own professional development. 	N/A
Personal Attributes and Behaviours	
Essential	Desirable
<ul style="list-style-type: none"> Empathy to understand the needs and challenges of students and being able to relate to them on a personal level. Ability to use own initiative within established working practices. A passion for the safeguarding of all young people. An effective and trusted team member, who contributes positively and provides mutual support when needed. Emotional resilience when working in challenging situations A willingness to learn and attend training on safeguarding and child protection topics. 	<ul style="list-style-type: none"> An openness to reflect on strengths and ways to improve with team members. Flexibility and adaptability when dealing with safeguarding cases.
Special requirements	
<ul style="list-style-type: none"> Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. Right to work in the UK. Evidence of a commitment to promoting the welfare and safeguarding of children and young people. Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	



Dyson Perrins

CHURCH OF ENGLAND ACADEMY

Staff benefits:

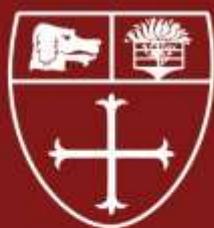
- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- One to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Laptop available for staff for business use
- Mental health and well-being support
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association

Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





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