



## Recruitment Pack

Safeguarding

Officer

BTC TRUST 



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## Welcome from the Academy Designated Safeguarding Lead

Thank you for your interest in joining BCA as Safeguarding Officer.

This is a particularly important and exciting time to join BCA. We are on a significant journey of improvement and are seeking an exceptional safeguarding professional who is passionate about ensuring that children are safe, supported and able to thrive. This role offers a unique opportunity to strengthen safeguarding practice, influence positive change and contribute to a culture where safeguarding remains at the heart of everything we do. Our ambition is to create a culture where vigilance, professional curiosity and an unwavering focus on children's welfare are evident in every classroom, conversation and decision.

As Designated Safeguarding Lead, I am seeking an ambitious, compassionate and resilient professional to join our safeguarding team. The successful candidate will provide high-quality operational safeguarding support, working closely alongside me and the wider safeguarding team to ensure that children and families receive timely and effective support. They will play an important role within our all-through safeguarding team, helping to promote consistency and high standards across the academy.

Effective safeguarding extends beyond processes and procedures. It is about building strong relationships with children, families and staff, identifying concerns early and ensuring that support is delivered effectively. The successful candidate will work closely with the Trust Safeguarding Lead, academy leaders, pastoral teams and external agencies to ensure safeguarding practice remains robust, responsive and child centred.

As Safeguarding Officer, the postholder will be a key member of the academy's safeguarding team, supporting the implementation of safeguarding procedures, maintaining accurate and confidential records, monitoring and following up safeguarding concerns, and helping to ensure that appropriate interventions are put in place for vulnerable children. They will contribute to the effective management of safeguarding systems and processes and support colleagues in understanding and fulfilling their safeguarding responsibilities.

This role offers a genuine opportunity to make a lasting difference to the lives of children and families. If you are a caring and committed professional with the resilience, integrity and ambition to help shape the next stage of our academy's improvement journey, I would be delighted to hear from you.

Warm regards,

**Carla Shearman**  
**Senior Assistant Headteacher and Designated Safeguarding Lead**

## About Bridgwater College Academy

Bridgwater is a historic market town in Somerset with a rich cultural heritage and a strong sense of community. Best known for hosting Europe's largest illuminated carnival, the town has a proud tradition of celebration and togetherness. Today, Bridgwater is also a town on the rise. Significant investment in housing, infrastructure, and industry, including the nearby Hinkley Point C project, is driving rapid growth and opportunity.

The town is ideally placed for those seeking an excellent quality of life. Set between the Quantock Hills, the Mendips, and the Somerset Levels, Bridgwater offers easy access to stunning countryside, walking trails, and the nearby coastline. Its location on the M5 and mainline rail network ensures excellent connectivity to Bristol, Exeter, Taunton, and London, making it an increasingly attractive place to live and work.

Bridgwater College Academy (BCA) is a large, all-through academy educating pupils from age 3 to 16. Established in 2012, BCA was one of the first all-through schools in the Southwest and remains distinctive in its ability to provide a seamless journey from nursery through to GCSEs. It is located in the Bridgwater North and Central ward, an area facing significant socio-economic challenge. BCA serves a community within the top 5% most deprived areas nationally, where high levels of social housing, economic disadvantage and limited mobility are prevalent. As with many communities experiencing significant socio-economic challenge, some pupils and families face complex barriers that can impact wellbeing, attendance and achievement.

As a result, safeguarding plays a crucial and central role in our work. The successful candidate will need to demonstrate a deep understanding of vulnerability, a strong commitment to protecting children, and the ability to work effectively with families and external agencies to secure the best possible outcomes for our pupils.

Our structure brings consistency and stability, supporting pupils to achieve their potential at every stage. It allows staff to build long-term relationships with children and their families, and it gives colleagues the unique privilege of seeing the long-term impact of their work on pupils' progress and development.

### **Our Core Purpose:**

**Every Child Achieves**

### **BTCT Values:**

**Ambitious | Collaborative | Inclusive**

### **Bridgwater College Academy Vision:**

At BCA we demonstrate **high expectations** through the promotion of **reading, respect, resilience** and **responsibility**.

All BCA students will:

- be able to read fluently at a level that reflects their chronological age or higher.
- always demonstrate respect and strive to build positive relationships with others.
- be resilient when facing challenges and take responsibility for themselves and their community.

### **Bridgwater College Primary Academy Core Principles:**

We are committed to inclusive classrooms which promote active engagement in learning by all pupils.

We aspire for everyone to feel heard, and we work hard to communicate with each other effectively so that we can all achieve our best.

We are focused on preparing pupils for their future in the wider world by promoting community engagement, social awareness and cultural understanding.

We endeavour to cultivate a lifelong love of reading by immersing pupils in diverse narratives, expanding knowledge and fostering critical thinking skills.

## The Role

<b>Job Title:</b>	Safeguarding Officer
<b>Salary:</b>	BTCT Band 7, Points 13-15. Actual starting salary: £28,154.65
<b>Contract:</b>	36.5 hours per week, 39 weeks per year (term-time plus INSET)
<b>Required from:</b>	September 2026

Make a difference where it matters most!

At Bridgwater College Academy, we believe every child deserves to feel safe, valued and supported to achieve their full potential. We are seeking a dedicated and compassionate Safeguarding Officer to join our safeguarding team and play a key role in protecting and promoting the welfare of our students.

This is an exciting opportunity to join Bridgwater College Academy at an important stage in its ongoing improvement journey. We are looking for a proactive and resilient professional who is passionate about supporting children and young people and helping to build on the safeguarding culture already established within the Academy.

The successful candidate will have the opportunity to make a meaningful difference to the lives of students, families and the wider school community while contributing to the continued development of effective safeguarding and early help practices.

### About the Role

As Safeguarding Officer, you will support the Academy by coordinating safeguarding and child protection processes, working directly with pupils and families, and liaising with a range of external agencies. You will play an important role in ensuring safeguarding concerns are identified, recorded and responded to effectively, while helping to promote a culture where safeguarding is everyone's responsibility.

The successful candidate will:

- Work directly with children, young people and families to provide support and early intervention.
- Coordinate safeguarding concerns, referrals and interventions.
- Work collaboratively with Children's Social Care, Early Help, Health and other agencies.
- Attend and contribute to multi-agency safeguarding meetings.
- Support safeguarding awareness, training and preventative work across the Academy.
- Contribute to online safety, Prevent and wider safeguarding initiatives.
- Help ensure vulnerable pupils receive the support they need to thrive.

### About You

We are looking for someone who:

- Is passionate about safeguarding and improving outcomes for children and young people.
- Has experience of working with children, families or vulnerable individuals.
- Can build positive relationships with pupils, parents/carers, staff and external professionals.
- Has excellent communication, organisational and record-keeping skills.

- Can manage sensitive situations with professionalism, integrity and empathy.

**Why Join Bridgwater College Academy?**

- Local Government Pension Scheme with generous employer contributions of more than 19%
- Employee Reward platform, including high-street discounts and a staff wellbeing centre.
- Free on-site parking
- Ongoing training and professional development opportunities.
- The opportunity to make a genuine difference to the lives of children and young people.

Join us and help ensure every child feels safe, supported and able to succeed!

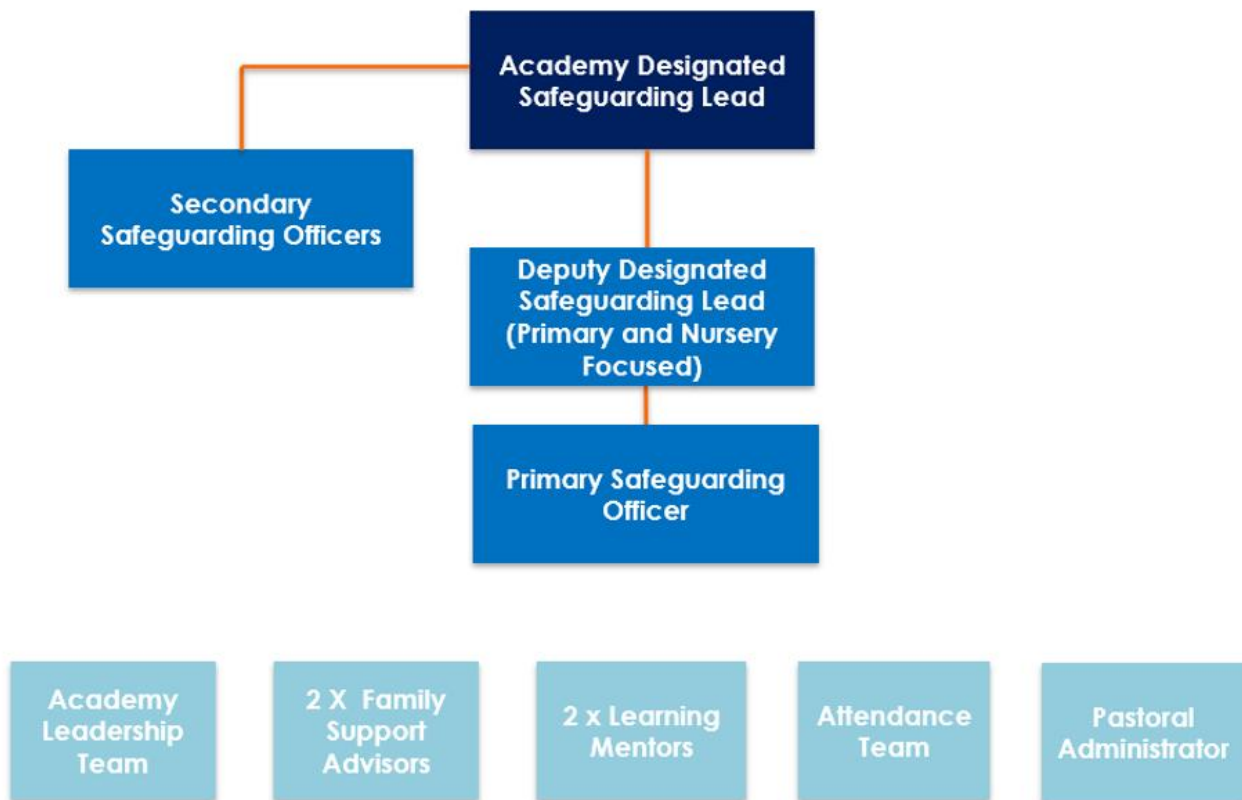
**How to Apply**

For more information and to apply, please visit [Bridgwater College Academy Website](#) | [BTC Trust Website](#)

Informal discussions and visits to the school are warmly encouraged, please contact us to arrange.

**Closing date: Sunday 12<sup>th</sup> July 2026**

**Bridgwater College Academy Safeguarding Structure**



## Job Description

### Core Purpose

Support the Designated Safeguarding Lead and Senior Leadership Team in promoting the welfare, safety and wellbeing of all children and young people at Bridgwater College Academy. Work collaboratively with pupils, families and external agencies to provide effective safeguarding, child protection and early help support. Promote a culture where safeguarding is everyone's responsibility and support the implementation, monitoring and continuous improvement of safeguarding, online safety and Prevent arrangements across the Academy.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

#### Safeguarding Practice and Development

- To facilitate the development of safeguarding and child protection policies, procedures, guidance and training for the Academy.
- To monitor and review the implementation of safeguarding policies, procedures and documentation to ensure they remain compliant, current and fit for purpose.
- To promote safeguarding best practice across the Academy.
- To contribute to safeguarding audits, online safety audits, Prevent risk assessments and policy reviews.
- To raise awareness of safeguarding, child protection and early help services amongst pupils, parents/carers and staff.
- To support the Academy's Online Safety and Prevent arrangements and promote awareness of emerging safeguarding risks.
- To provide safeguarding advice and support to staff and contribute to safeguarding awareness activities and training.

#### Case Management and Direct Support

- To receive, coordinate and respond appropriately to safeguarding concerns, MyConcern referrals and requests for involvement.
- To work directly with children, young people and their families to promote positive outcomes and prevent children becoming looked after and/or suffering significant harm.
- To support the care of children and young people where living arrangements are at risk of breakdown.
- To ensure children who are victims of abuse are supported appropriately and sensitively and that actions identified through safeguarding planning and intervention meetings are implemented and monitored.
- To support safeguarding arrangements for vulnerable pupils, including children with SEND, Children in Need, Children Looked After, Previously Looked After Children and young carers.

### Multi-Agency Working and Early Help

- To work closely with Children's Social Care, Early Help, Health, Police and other professional agencies, developing effective partnerships to support children and families.
- To initiate, coordinate and monitor referrals to Children's Social Care, Early Help and other support services and oversee recommendations within the Academy.
- To act as Lead Professional for Early Help Assessments where appropriate and coordinate multi-agency support plans.
- To lead and coordinate with colleagues completing Early Help Assessments and support multi-agency interventions to address safeguarding concerns.
- To plan and complete professional assessments of need and risk using the Effective Support for Children and Families in Somerset guidance.
- To attend and contribute to child protection conferences, strategy meetings, child in need meetings, core groups, reviews and other multi-agency meetings as required.
- To liaise with colleagues across Bridgwater College Academy to support strategic development, share good practice and plan collaborative activities.

### Record Keeping and Compliance

- To maintain accurate, confidential and up-to-date safeguarding records on MyConcern and other school systems, ensuring all concerns, actions, decisions, outcomes and rationale are appropriately recorded and responded to within required timescales.
- To lead and maintain records relating to children and young people who are vulnerable or considered at risk, ensuring appropriate monitoring and review of actions taken.
- To ensure child protection files are transferred securely when pupils move educational settings.
- To maintain confidentiality at all times.

### Training and Professional Development

- To keep up to date with safeguarding legislation, statutory guidance, local procedures and national developments through training, professional development, safeguarding bulletins and relevant publications.
- To attend relevant training, events and continuing professional development activities to support effective safeguarding practice.

### Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

## Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	<p>Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.</p> <p>Demonstrates an understanding of child protection, safeguarding responsibilities and professional boundaries.</p>	<p>Experience of working within safeguarding, child protection or early help services.</p>
<b>Qualifications/Experience</b>	<p>Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Experience of working with children, young people and/or families.</p> <p>The confidence and good judgement to manage situations relating to the conduct or behaviour of others towards a child.</p> <p>Experience of maintaining accurate and confidential records.</p>	<p>Relevant qualification in safeguarding, education, social care, youth work, counselling, health or family support.</p> <p>Experience of working in a school, academy or multi-agency environment.</p> <p>Experience of Early Help, Child in Need or Child Protection processes.</p>
<b>Knowledge/Skills</b>	<p>Ability to build effective relationships with governors, trust representatives, staff, parents/carers, children and external agencies.</p> <p>A willingness to challenge opinion where necessary and promote safeguarding and early help priorities.</p> <p>Strong listening, interpersonal and communication skills, with the ability to deal with</p>	<p>Knowledge of safeguarding legislation and statutory guidance, including Keeping Children Safe in Education (KCSiE) and Working Together to Safeguard Children (WTSC).</p> <p>Knowledge of Early Help processes and multi-agency working.</p>

	<p>sensitive situations with integrity and professionalism.</p> <p>Ability to maintain accurate, confidential and detailed records.</p> <p>Ability to prioritise workload, manage competing demands and respond appropriately to safeguarding concerns.</p> <p>Ability to work independently and as part of a team.</p> <p>Good IT skills and ability to use electronic record-keeping systems.</p>	<p>Experience of using safeguarding recording systems such as MyConcern.</p> <p>Knowledge of online safety, Prevent and emerging safeguarding risks.</p>
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