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| **SAFEGUARDING OFFICER**  **Grade 10 SCP 24-27 estimated actual salary £26,511.47- £28,983.97**  Hazel Wood High School  Application Pack  CONTENTS   |  |  |  | | --- | --- | --- | | A | Job Advert / Summary | 2 | | B | Welcome Letters from the CEO and Headteacher | 3,4 | | C | About Hazel Wood High School | 5,6 | | D | Job Description | 7,8,9 | | E | Person Specification | 10 | |



**JOB ADVERT/SUMMARY**

**Safeguarding Officer**

Dates: Apply as soon as possible or by the final deadline of 9am on Friday 1st Oct 2021

Interview Date: Monday 11th Oct

Salary: Grade 10 SCP 24-27 estimated actual salary £26,511.47 - £28,983.97

Start date: 1st November 2021

Contract type: Term time only plus 15 days

Contract term: Permanent

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**Hazel Wood High wishes to appoint a dedicated and highly motivated Safeguarding Officer to work at our school. The successful candidate will lead on implementing child protection and safeguarding policies, procedures and guidance. They will be working directly with children in need and Children and family’s social workers, developing links with and utilising resources of, the community as part of agreed plans for children.**

Applicants must have excellent interpersonal, organisational and communication skills and in addition be able to provide outstanding support, advice and guidance to young people and their families. You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond.

**In return, we offer some fantastic incentives such as cycle to work scheme, Perkbox, childcare vouchers through salary sacrifice, tech save scheme, discounted gym fees at Bury Leisure, bespoke inductions where we pride ourselves in investing in our staff and providing training and development opportunities to enhance your performance and knowledge.**

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

* A school with a strong will and determination to continue to improve
* A school that has high expectations of all who work here
* A school that is driven by strong values, invests in its staff and students and has a high
* regard for their welfare
* A school that works effectively with all stakeholders
* A caring school where you can make a real difference to the lives of young people

The position is 37.5 hours per week (Monday – Friday 8.30am – 4.30pm) term time plus 15 additional days to be worked during periods of school closure, in accordance with service requirements.

Applicants must have an honours or Postgraduate degree in social work or Teaching degree with safeguarding experience (minimum of 3 years) or a degree and experience of safeguarding young people (minimum of 3 years).

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. Appointment is subject to a satisfactory enhanced disclosure from the Criminal Records Bureau and references.

Applicants are asked to complete the application form and write a letter, which responds to the person specification and tells us about your experience and skills relevant to the post, stating why you feel you would be suitable for the position; this must include how you meet all essential aspects of the person specification.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships. Please do not send CV’s. Completed applications and supporting letters should be returned by email to the HR department: [hr@hazelwoodhigh.co.uk](mailto:hr@hazelwoodhigh.co.uk). We would welcome applications as soon as possible; the final deadline is 9am on Friday 1st Oct 2021.



Letter of welcome from James Franklin-Smith CEO of Oak Learning Partnership

Dear Applicant

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children’s lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

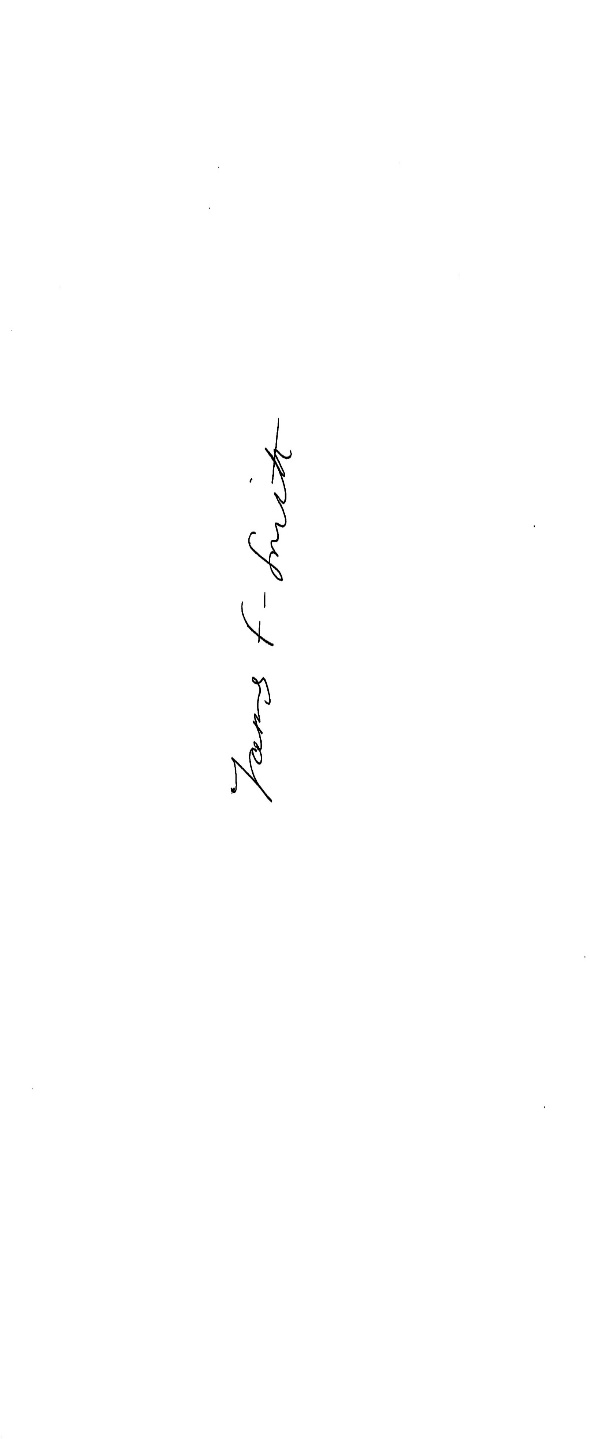
We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it’s also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I’m excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience,** and**Integrity in everything we do.**

If you’re excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

Yours sincerely



James Franklin-Smith

CEO of Oak Learning Partnership

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Letter of welcome from Paul Greenhalgh – Headteacher

Dear Applicant,

I am the Headteacher of Hazel Wood High School and during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

The school has a good reputation for being a caring and inclusive school, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students.

Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points and we are determined not to settle for mediocrity. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student’s ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time.

As a part of the Oak Learning Partnership we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Best Wishes

Paul Greenhalgh

Headteacher of Hazel Wood High School

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Our Vision

**Fostering a sense of pride and community and providing**

**opportunity for all to excel.**

Our Values

**RESPECT**

To be a role model to others and demonstrate positive interactions with all

To use good manners, treating others how we wish to be treated

To engage with others and to be considerate and kind

To be prepared and organised

To listen to others

**RESPONSIBIITY**

To provide consistency of procedures, policies and professional behaviours

To ensure the safety and wellbeing of all at Hazel Wood High School

To engage, enthuse and inspire our learners thorough the whole school Journey

To be inclusive by understanding the whole child and their needs

To promote the ethos of the school within the wider community

**ASPIRATION**

To demonstrate a ‘can do’ attitude

See every challenge as an opportunity to shine

To work with integrity in order to be a good role model

To reflect on our practice and seek to improve as a life-long learner

To create a safe environment so that we are not afraid to try

**About Hazel Wood High School.**

Hazel Wood High School opened on the 2nd September 2019 as a sponsored Academy as part of Oak Learning Partnership, the school was formerly known as Broad Oak Sports college. Our new school launched following significant improvement works and it is a school we are very proud of.

Hazel Wood High School is a smaller than average secondary school with 690 students currently on roll and standard intake number of 600 that we hope to grow to 720 by the end of the Academic Year 2022. Pupil numbers are rising and our current Year 7 is above capacity and is oversubscribed.

Hazel Wood High School retains its position at the heart of its local community and many families have sent all of their children to the school which contributes to the strong relationships we have with our parent body. We have good relationships with our local primary partners and take our students from over 22 different primary schools.

We currently have 44 teaching staff all of which are specialists in their teaching areas ably supported by 35 members of support staff. Staff are committed not only to providing a safe and stimulating classroom and learning environment but also to providing opportunities that enrich the lives of our students.

We place great emphasis on an engaging curriculum and we are very proud of our unique Year 7 transition model that aims to ensure a smooth, positive and exciting experience throughout the transition year both academically and pastorally.

Our central values of Respect, Responsibility and Aspiration permeate everything we do and we would encourage you to come into school to have a look around and talk with our staff at any time.

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**JOB DESCRIPTION**

**Safeguarding Officer**

**Normal place of work:** Hazel Wood, although you may be required to work at any other school within the Trust

**Responsible to:** Headteacher

**Responsible for:** N/A

**Hours of work:** 37.5 hours per week, term time + 15 days

**Salary:** Grade 10

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**Job Purpose**

* To lead under the direction of the Headteacher the development of safeguarding and child protection policies, training and procedures and guidance for the school.
* To co-ordinate the work of all the DSL’s at Hazel Wood High School.
* To receive and coordinate referrals, arranging action and reviewing services for children and families including through formal meetings.
* To take a lead role in monitoring the progress and attainment of CLA/vulnerable children.
* To maintain accurate, confidential and up to date documentation on all cases of social care, safeguarding and child protection.
* To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
* To support the care of children where their living arrangements are at risk of breakdown (including local authority placements).
* To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
* To lead meetings (CIN, LAC, PEP, TAF) and attend a range of other meetings to ensure that each vulnerable young person receives the very best input from a range of services.
* To liaise with colleagues at Hazel Wood High School in all aspects of supporting the safeguarding of young people.
* To ensure that Hazel Wood High School promotes a positive image in the community in all matters related to the care of young people.
* To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**KEY RESPONSIBILITIES**

* Training all staff on safeguarding regularly throughout the year as well as statutory yearly updates.
* Be the first point of contact for Children’s Services and work alongside other agencies across the DDSLs.
* Encouraging good practice by promoting and championing child protection policy and procedures and use this knowledge to improve and develop school practice.
* Providing effective liaison with social care ensuring clarity of roles and responsibilities between school and other agencies.
* Maintaining 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.
* Completing TAFs/EHelp referrals and acting as the lead professional for the TAF meeting.
* Attending and on some occasions, leading Social Care meetings e.g. CIN, LAC, strategy meetings and Child Protection conferences.
* Undertaking outreach work, with parents in the home to provide information, guidance and support on a range of parenting issues.
* Developing relations with hard to reach parents. Helping to improve parent attendance at school events such as Parents Evening.
* Attending Annual Reviews/Social Care meetings for high tariff students.
* Providing emotional support to children if they are experiencing difficulties, both in school and at home.
* Managing difficult conversations; gathering information, working with all parties to resolve issues of concern.
* Signposting families to services within Bury.
* Advising and supporting staff in monitoring concerns about young people.
* Taking part in internal meetings, leading the sharing of information and ideas, and positively promoting and providing guidance on academy policy and procedures where necessary. Where there are areas of concern, or potential concerns liaising with the Pastoral Year Leader or other colleagues as appropriate, and where required co-ordinate and monitor actions as part of the Assessment Framework.
* Preparing reports, assessments and provide other data, as required.
* Acting as a role model and actively demonstrate understanding of Trust and School policy and procedures to students, staff and parents.
* Remaining 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.
* Working closely with Children and Families Social Workers, developing links with, and utilising resources of, the community as part of agreed plans for children.
* Being prepared to engage in regular supervision.
* To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**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.

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| **Job Description Prepared by:**    K. Bloomfield | **Signed:** | **Date:** |
| **Agreed Correct by Post- Holder:** | **Signed:** | **Date:** |
| **Agreed Correct by CEO of Oak LP:**    James Franklin-Smith | **Signed:** | **Date:** |

**PERSON SPECIFICATION**

1. **Educational and Training**

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|  | **Criteria** | **Essential/**  **Desirable** | **Evidenced In** |
| 1.1 | 5 or more GCSEs at Grades C or above (or equivalent) including Maths and English | E | Application |
| 1.2 | Education to degree level or equivalent experience in a relevant field, e.g. teaching, social work, nursing, youth work | D | Application |
| 1.3 | Child Protection Level 3 trained/be willing to undertake training | D | Application |
| 1.4 | Thorough working knowledge of child protection legislation and LA procedures for safeguarding young people including levels of intervention (LAC, CIN, PEP, TAF, TAS and Child Protection) | E | Application  Interview and Reference |

1. **Relevant Experience**

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|  | **Criteria** | **Essential/**  **Desirable** | **Evidenced In** |
| 2.1 | Proven experience of successfully working with identified disaffected students or groups of students (of a relevant age to the setting) | E | Application  Interview  Reference |
| 2.2 | Experience of working with children and young people in relation to child protection and safeguarding issues | E | Application  Interview  Reference |
| 2.4 | Experience of working with of supporting SEN/D pupils with behavioural issues | E | Application  Interview  Reference |
| 2.5 | Experience of building community/voluntary/ parent and partner agency links | E | Application  Interview  Reference |
| 2.6 | Experience of leading a team or community project/ area of school development | D | Application  Interview |
| 2.7 | Knowledge and experience of a various software packages i.e. Microsoft Word and Excel | E | Application  Interview  Reference |

1. **Skills, Abilities and Attributes**

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|  | **Criteria** | **Essential/**  **Desirable** | **Evidenced In** |
| 3.1 | Ability to communicate effectively and confidentially with children, young people and adults (parents and other staff) including a good telephone manner. Able to negotiate and network through highly developed interpersonal written, verbal and presentation skills to a range of audiences. | E | Application  Interview  Reference |
| 3.2 | Ability to work pro-actively to achieve efficiency and effectiveness and to work well in team | E | Application  Interview  Reference |
| 3.3 | Ability to organise own tasks and time with conflicting priorities | E | Application  Interview  Reference |
| 3.4 | Ability to work with a high level of personal integrity, with proven experience of handling sensitive situations with tact, diplomacy and respect for confidentiality | E | Application  Interview  Reference |
| 3.5 | Ability to relate well to children and young people with an understanding of student’s welfare and pastoral needs. | E | Application  Interview  Reference |
| 3.6 | Ability to analyse, plan and organise with an excellent record of attendance and punctuality | E | Application  Interview  Reference |
| 3.7 | Reliability, integrity and stamina, able to think clearly in emergency situations/crises. | E | Application  Interview |
| 3.7 | Commitment to continuing professional development | E | Application  Interview |
| 3.9 | Ability to apply the principles of Equality and Diversity through all aspects of work, promoting this within the organisation | E | Application  Interview  Reference |