



RIDGEWAY
SECONDARY SCHOOL



Job Application
Pack – Safeguarding
Officer

Welcome

Thank you for considering Ridgeway Secondary School. As a school we know how big a decision to make a career change can be and want to ensure we can give candidates a flavour of the school they could be a part of. We appreciate the time you spend considering the post and subsequently look forward to receiving your application. We hope that by reading the pack below and familiarising yourself with key documents that you are able to make an informed decision about the role.

Small School Big Family

We are a school with big ambitions and a big future. We converted to a secondary school in 2015 and have worked tirelessly since then to become what we are today, a successful small secondary school where students achieve big results. Students at Ridgeway are happy, polite and well behaved, supported by their peers and a pastoral system which nurtures and guides students

to make good decisions and gain experiences that prepare them for the world of work and later life.

There is something about being at Ridgeway, maybe it comes from being a small school and the advantages that brings for students and staff in forging positive relationships and friendships. We are a small school, a friendly school,

a big family. Ridgeway is about people. It is a place where we know our students, our staff and where every single person counts and is recognised for making a difference to our success. We hope that by reading our prospectus and visiting the school you will gain a sense of what it means to be at Ridgeway. We look forward to welcoming you.



Vacancy Details

Role: Safeguarding Officer

Salary: Scale 5 (SCP 12 – 14) (£22,183 - £24,491 FTE) actual salary £18,788

Hours Per Week: 37 Hrs per week, 8:30am – 4:30pm Monday – Thursday, 8:30am – 4:00pm Friday

Type: Full Time, Permanent

Closing Date: Friday 26th November 2021 at 12 noon



About the role: We are seeking to appoint an enthusiastic and resilient Safeguarding Officer/Deputy Designated Safeguarding Lead to safeguard and promote the welfare of all children in the school and to coordinate the support needed to ensure students' safety and welfare at all times.

Key purpose of the post

- Managing day to day safeguarding and child protection
- Keep the Designated Safeguarding Lead updated on all child protection and safeguarding issues
- Trained to Level 3 in safeguarding deputise for the DSL where necessary.

Experience of working with young people in a variety of situations is essential along with a high level of administration skills. Qualifications required are 4 GCSE's including English and Maths (Grades 9 to 4, A* to C). A Disclosure and Barring check will be undertaken for the successful applicant.

Application Process

A Job Description and Person Specification can be found in the subsequent pages of this pack.

You are asked to complete and include the following:

1. Application Form - This can be found on our website under vacancies.
2. Letter of Application Please do not send your CV.

Please send all applications to slt@ridgewaysecondary.org.uk

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Ridgeway Secondary School reserve the right to close this advert prior to the closing date above.



Job Description

JOB TITLE: Safeguarding Officer

GRADE: Scale 5 (SCP 12 – 14)

RESPONSIBLE TO: Assistant Headteacher

Purpose of Post:

To work closely with the: safeguarding team, SLT, teachers and other relevant external agencies to co-ordinate the effective management of safeguarding and child protection systems across the school, ensuring a consistent approach is in place. As a Safeguarding officer within 'Student Services' ensure safeguarding and child protection systems, operate efficiently and effectively.

Key Areas:

To work as part of the pastoral team in the following key areas

- As part of the school's pastoral team, contribute to improving safeguarding for all groups of students in order to meet the targets set by the school and nationally.
- Operation of the school safeguarding and punctuality system including the collection and maintenance of data and the provision of reports to the school teams as required.

Duties and Responsibilities:

Supporting safeguarding and child protection systems

- Responsibility for the management of the school safeguarding and punctuality system ensuring that records are accurate and up to date.
- Daily collection and maintenance of records relevant to safeguarding, and other safeguarding information including the manual updating of records as required.
- Assist the Safeguarding Lead and school teams in aspects of safeguarding and child protection including meetings with students and parents/carers and external agencies. Use a series of methods to communicate effectively and timely with parents, carers and other agencies.
- Liaison with social care, and other external agencies as required.
- Attend a weekly safeguarding meeting with the Assistant Headteacher to discuss individual issues that are a cause for concern and ensure timely and effective action is taken.
- Monitor safeguarding and child protection across the school and provide reports as required.
- Identify students who may require a early help or further intervention.
- Ensure that safeguarding records are available throughout the day in case of an emergency, in accordance with Health and Safety regulations.
- Maintain student records using the safeguard system and manual filing systems where necessary.
- Record information on School systems including SIMs, ePraise and Safeguard My School as and when required.

Wider Responsibilities.

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, data protection, reporting all concerns to an appropriate person.
 - Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
 - Contribute to the overall ethos, work and aims of the school.
 - Establish constructive relationships and communication with other agencies/professionals to support achievement and progress of students.
 - Attend and participate in regular meetings.
 - Participate in training and other learning activities and performance development as required.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
 - Provide appropriate guidance and support in the training and development of other staff.
- 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 Headteacher or line manager.

Person Specification:

Safeguarding Officer / Deputy DSL	Essential / Desirable
Qualifications	
Level 3 Safeguarding Qualification or above.	E
Level 2 qualification in Maths and English	E
Experience	
Supporting students and families open to social care	E
Supporting students and families through Targeted/Early Help	E
Working with students in a secondary school	E
Managing a busy schedule and working to deadline	E
Working to safeguard students according to policy	E
Delivering training to students and staff.	D
Familiarity with internal school systems such as SIMS, Safeguard My School.	D
Knowledge Skills and Abilities	
Knowledge and understanding of safeguarding thresholds	E
Knowledge and understanding of strategies supporting families	D
Knowledge and understanding of current legislation in relation to children	D
Knowledge of child development and family support models	D
Understanding of child development and family support models	D
Understanding of the Framework for Assessment of CIN and their families.	D
Working knowledge of KCSIE	E
Working knowledge of the safeguarding procedures in secondary schools.	E
Ability to prioritise and handle large workloads	E
Using initiative and making judgements within the defined boundaries of the role.	E
Excellent standard of verbal communication	E
The ability to convey advice clearly and concisely	E
Excellent interpersonal skills	E
The ability to develop successful working relationships	E
Good standard of written communication,able to write fluently and concisely with attention to detail e.g., letters,reports,policies	E
Excellent IT skills and good working knowledge of MS computer packages	D
A team-based approach to work	E
Good time management skills, together with a methodical and organised approach to work	E
Work well under pressure	E
Ability to demonstrate excellent communication skills both orally and written	E
Working knowledge of wider education legislation and guidance and other publications e.g. Working Together to Safeguard Children.	D
Further Requirements:	
Commitment to Equality and Diversity	E
An understanding of and commitment to safeguarding	E

Small School Big Ambition

What do we stand for?

Our mission is to develop the whole person and we are committed to Ridgeway 360° for all our students and staff. Ridgeway 360° is at the heart of what it means to be at Ridgeway and underpins everything we do both inside and outside the classroom, developing young people and staff academically, mentally, physically and socially so that they leave our school a fully rounded person, equipped to meet the challenges of the next steps they take.



Small School Big Results

Academic Excellence



Creating an ethos of personal development and high standards enables our students to achieve academic success. Students and staff work hard and teachers use the latest evidence-based research to ensure knowledge and skills are embedded in the long-term memory. The curriculum and the lessons within it are carefully planned

in a sequence that is most conducive to retaining and applying information. As a result, our students achieve the highest possible grades at GCSE and make excellent progress, significantly above national expectations from their starting points. They go on to study a wide range of courses at the very best 6th Form providers and colleges.

Small School Big Opportunities

Curriculum

The curriculum at Ridgeway is central to our aim to develop the whole person. It is broad and varied, offering students the opportunity to learn and develop key learning skills and a depth of knowledge across a range of subjects as they journey through the school.

By coherently planning and sequencing each stage in the learning journey students benefit from a knowledge and skills rich curriculum that aims to develop all students regardless of their starting point or disposition.



In Key Stage 3, students develop new skills and refine those that they have already learned. The Key Stage 3 curriculum lasts for 3 years, giving students the opportunity to study subjects in greater depth and develop the skills, knowledge and understanding required to be successful at GCSE in Key Stage 4. The Key stage 4 curriculum has

been broadened and offers a rich blend of subjects tailored to the strengths, interests and needs of the cohort. At the end of Year 9 students are selected to study the separate Sciences of Biology, Chemistry and Physics. We believe in offering subjects that allow a wide range of pathways and progression for our students in the future.



Small School Big Futures

Careers

At Ridgeway, careers education is not an 'add on' to education, it is a key component of everything that we do. Within subject areas, careers education is embedded into the curriculum allowing students to see different career options within the context of their lessons.

All students receive at least one 1 to 1 careers guidance appointment from a level 6 qualified careers adviser. This helps everyone to explore a range of different pathways for success after Ridgeway. This is also done through PSHCE, as each year group have dedicated lessons to develop skills to prepare them for their future careers.

We care about every individual being successful, not only while they are at Ridgeway but also long after they have left.



Small School Big Heart



Pastoral

At Ridgeway, we offer a bespoke and specialist level of pastoral care to meet the different needs of each student. Our well-equipped and highly trained Student Services and Reconnect teams work tirelessly to ensure our students can be safe, happy and engaged with all that school life has to offer.

The team is made up of key stage leaders responsible for each key stage in the school: their role is to monitor, challenge and support everything from welfare and safeguarding to behaviour and mental health. Alongside this we have a dedicated student and family support worker who forms a support system around the child by engaging with parents and carers, the student, the school and appropriate external agencies to reduce or break down any barriers to learning that may arise.

Ready, Respectful, Safe

The three words that every Ridgeway student knows are ready, respectful and safe. Quite simply these are the words that underpin every desirable behaviour that the school expects. With these rules it is easy to reinforce the high expectations we have as a school.

Ready: this refers to anything from attention, uniform, equipment or punctuality.

Respectful: relates to communication and interaction with the school environment and all of those in it.

Safe: ensures we have an emphasis on maintaining a calm and safe environment for all to flourish.



Small School Big Experiences

Personal Development

At Ridgeway we deliver a broad and extensive Personal Development curriculum within form time. This time is spent developing each student in our four pillars of development: Academically, Socially, Physically and Mentally. In this time students will cover topics ranging from how to stay safe online and making healthy friendships to leading an active life and how to reduce stress and study effectively.

In addition to the Personal Development curriculum, we also offer an extensive enrichment programme to all students every Thursday afternoon after school. These sessions have a link to one

of the schools' pillars and activities include everything from learning an ancient language to self-defence. Alongside this, students have access to extra-curricular clubs in other areas across the week from competitive sport and activities to music and the arts.

At Ridgeway we understand that learning about who we are and developing as a person does not just happen in the classroom. There are those priceless experiences that we all remember from our time at school. The residential trips, visits and sports fixtures that build character and forge memories that stay with us until today.

As students' progress through the school, they have opportunities to take advantage of trips and experiences outside of the classroom. Ski trips, residential for outdoor activities, foreign exchange visits, sports tours, museum visits and theatre performances all feature in the programme. The school also offers the Duke of Edinburgh Award to its students from Year 9 onwards with students achieving both bronze and silver levels of the award.





Thank you for your
consideration of this post.



RIDGEWAY
SECONDARY SCHOOL

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