



United Learning
The best in everyone™

Briefing Pack for Applicants

Safeguarding Officer

November 2024

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Section 1 – Post Advertisement

Job title:	Safeguarding Officer
Location:	Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Starting salary:	£27,000 to £31,000 gross per annum pro rata dependent upon experience (actual of £23,298 to £26,749)
Hours of work:	37.5 hours per week, 39 working weeks per academic year
Contract:	Full-time, permanent
Start date:	As soon as possible

We are seeking to appoint a dynamic, caring and supportive individual to the role of Safeguarding Officer at Sheffield Park Academy. The successful candidate will work within an established team to collectively oversee the day-to-day operational running of safeguarding systems and procedures.

The successful candidate will work closely with Pastoral colleagues, teaching staff and wider community to ensure all students are cared for under the leadership of the Designated Safeguard Lead (DSL).

The successful candidate will have an awareness of safeguarding roles and responsibilities in education, be knowledgeable of local and national safeguarding developments, have good working knowledge of Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and other national documentation relevant to the safeguarding of children in schools.

The post-holder will liaise with internal and external agencies to report, monitor and work alongside our families; we require a focussed professional who is organised and passionate about making a difference for our students, academy and the local community. This is a challenging yet highly rewarding role at a supportive and welcoming school.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

As part of United Learning our aim is to bring out 'the Best in Everyone' and we are dedicated to providing students and staff with every opportunity to reach their full potential and succeed with our support.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

We are looking for:

- Someone with an understanding of the developmental, emotional, social and educational needs of children and young people.
- Someone with excellent written and oral communication skills.
- A team player.
- Someone who takes pride in their work.
- Good IT skills.
- You must have good organisational skills and a keen eye for detail.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Park Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight on the 10 November 2024.** Interviews will take place soon after.

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better and provide excellent career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We also invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Park Academy



Sheffield Park Academy

The best in everyone™

Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh
Principal
Sheffield Park Academy

Section 5 – Job Description



Job Description

Post title	Safeguarding Officer
Salary	Band 3
Responsible to	Designated Safeguarding Lead (DSL)
Responsible for	The post-holder does not have any direct line management responsibilities.
Role purpose	The post-holder will be a key point of contact for staff and students for safeguarding concerns. They will support in all areas of safeguarding and Child Protection across the academy.
Relevant qualifications	<ul style="list-style-type: none">• Excellent Numeracy and Literacy skills.• Minimum GCSE Grade C (or equivalent) in Maths and English.• Relevant ICT skills.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The post-holder will be a key member of the Safeguarding Team and support in all areas of safeguarding and Child Protection across the academy. This includes participating in strategy discussions, attending interagency meetings and contributing to child assessments.

The post-holder will advise and support staff regarding child welfare matters, liaise with relevant agencies and ensure the proper implementation of safeguarding procedures.

Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

Key Duties

- Respond to safeguarding concerns in a timely manner to ensure students are kept safe from harm.
- Proactively work with parents/carers and internal/external agencies through joint planning and monitoring of their arrangements for the safeguarding of children.

- Work with class teachers, key colleagues and agencies to secure good outcomes for children and families, especially those students who are deemed vulnerable including those with a formal plan, i.e. Child Protection, Child in Need (CiN), Children Looked After (CLA).
- Report to the Designated Safeguarding Lead (DSL) on all safeguarding concerns to ensure they retain oversight of safeguarding within the school.

Main Responsibilities

- Implement the academy's Child Protection policies and procedures.
- Encourage good practice by promoting and championing the policies and procedures.
- Respond appropriately to disclosures or concerns which relate to the wellbeing of a child and provide alerts to the DSL and Principal when these happen.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and Child Protection and provide reports as and when required.
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable students' welfare.
- Initiate and refer students to outside agencies and coordinate referrals.
- Liaise with academy staff in initiating multi-agency referrals for students.
- Act as lead professional and coordinate Team Around the Child/Family meetings when appropriate.
- Ensure that vulnerable students who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions assigned to the academy from planning and intervention meetings are successfully carried out and monitored.
- Collate and produce statistical and other information for the Local Governing Body and the Local Safeguarding Children's Board with regards to safeguarding and Child Protection.
- Support the DSL in the planning and delivering of safeguarding training within the academy including induction and refresher training.
- Attend and participate in Child Protection conferences and planning and review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required.
- Contribute to professional assessments of need and risk in respect of parents/carers using the Local Authority procedures for children in need and significant harm.
- Coordinate the multi-agency approach to prevent and address Child Protection issues and CiN.

- Maintain confidentiality at all times during safeguarding processes.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in-line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Represent the academy at events as appropriate.
- Support and promote the academy and United Learning's ethos, contributing to strengthening relationships between academies in the Cluster and between the Cluster and central office.
- To be aware of and comply with United Learning policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and Data Protection, reporting all concerns to the appropriate person.
- To actively participate in Continuous Professional Development (CPD) and act as a positive role model across the academies and United learning.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Principals.
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this

job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Safeguarding Officer
Salary	Band 3

Education and Qualifications	Essential	Desirable
Excellent literacy and numeracy to support delivery in the role.	X	
Minimum GCSE Grade C (or equivalent) in Maths and English.	X	
Further training or qualification in working with children and young people.	X	
Willingness to participate in further training and development opportunities.	x	
Experience	Essential	Desirable
Experience working in education or similar setting.	X	
Experience working with young people.	X	
Experience of working in the field of Child Protection with relevant qualifications	X	
Experience of planning and coordinating meetings in a time-pressured environment	X	
Experience of working in a busy and dynamic environment.	X	
Maintaining positive relationships with a variety of different stakeholders.	X	
Knowledge and Skills	Essential	Desirable
Significant organisational and administrative skills supported by a proficiency with ICT.	X	
Excellent verbal and written communication skills including telephone manner, tact, diplomacy and confidentiality.	X	
Excellent interpersonal skills and solution focused approach to professional relationships.	X	
Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people.	X	
Ability to work under pressure and meet deadlines whilst still being polite and reasonable.	X	
The ability to build and maintain relationships with the whole-school community.	X	
The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary.	X	
Strong listening skills and the ability to deal with sensitive situations with integrity	X	
Flexible and able to accept multitasking.	X	
Ability to maintain efficient record keeping systems.	X	

Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
High levels of discretion, confidentiality, and awareness of Data Protection.	X	
High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.