



June 2023

Dear Applicant

Re: Safeguarding Officer

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to [hr@wetherbyhigh.co.uk](mailto:hr@wetherbyhigh.co.uk)

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Jefferson', enclosed within a hand-drawn oval.

Samantha Jefferson  
Headteacher



## JOB DESCRIPTION

**Job Title:** Safeguarding Officer

**School:** Wetherby High School

**Pay Range:** C1

### Main Duties:

- To promote the welfare and protection of all pupils and to manage specific child protection issues within school.
- Actively work in partnership with parents/carers and other agencies and professionals through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
- To monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
- To ensure that identified vulnerable children are routinely monitored in particular tracking attendance on a daily basis
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the school, from planning and intervention meetings, are successfully carried out and monitored.
- To support and attend as appropriate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
- Participate in coordinating the multi-agency approach to prevent and address child protection issues and children in need within the school.
- To maintain confidentiality at all times.
- To contribute to the prevention of abusive experiences in the following ways:

- Assist in clarifying standards of behaviour for staff and pupil
- Develop staff awareness of the cause of abuse
- Encourage pupils and family participation in good Child Protection and Safer Working Practices
- Address concerns at the earliest possible stage
- To contribute to supporting our pupils in the following ways:
  - Identifying individual needs where possible
  - Assisting in the designing plans to meet needs
  - Providing individual support for pupils as required
- From referrals, develop and maintain a register of students who are 'At Risk' and are Looked After Children with input from other as appropriate.
- Communicate effectively with parents, other agencies/professionals to support achievement and progress of students.
- To play a full role as a Coach, to contribute as required to Flexible Learning, examination invigilation and break/lunchtime duties.
- To ensure promotion and support of Equal Opportunities and Health and Safety
- To be aware of, promote and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support pupils to have equal access to opportunities to learn and develop.
- To contribute fully to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required. To participate in training and other learning activities and performance development as required.

#### **General duties:**

- To fulfil the role of Coach to a small group of students and participate fully in training as required.
- To adhere to all school policies and procedures.
- To support school events and attend as required.
- To undertake ad hoc duties as may be required by the Headteacher and / or Senior Leadership Team from time to time, for example exam invigilation.

#### **Any Special Conditions of Service:**

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. There is a requirement to submit to an Enhanced Disclosure and Barring check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

**Signed**  
**(Employee):**  
**Name:**

**Signed**  
**(Line Manager):**  
**Name:**



## Personal Specification: Safeguarding Officer

**REQUIREMENTS:** Certain aspects of the personal specification are essential, others are desirable. As indicated below. E = Essential D = Desirable

**Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate**

<b>SKILLS</b>		
<b>Requirements For Grade</b>	<b>E/D</b>	<b>MOA</b>
Ability to analyse data sets and complex issues and to exchange information effectively, accurately and concisely using a variety of formats and deal carefully with sensitive and confidential information	E	A/I
Excellent written and oral communication to a wide range of groups, including children, parents and other agencies.	E	A/I
Ability to develop personal and professional credibility with colleagues and a range of partners	E	A/I
Ability to use initiative to secure positive outcomes for pupils and families	E	A/I
Ability to assist in managing resources and meet the safeguarding needs of the school	E	A/I
Ability to assist in managing a range of risks effectively in a partnership setting	E	A/I
Ability to manage workloads effectively and assist in supervising others when required	E	A/I
Ability to work on own initiative and as part of a team	E	A/I
<b>KNOWLEDGE</b>		
<b>Requirements For Grade</b>	<b>E/D</b>	<b>MOA</b>
Qualifications relevant to the post and significant experiences	D	A/I
Relevant qualifications in relation to Health and Safety requirements	D	A/I
Good knowledge and understanding of legislation, guidance and practice relating to Safeguarding and Looked After Children	D	A/I
Understanding of the work of colleagues and other key agencies	D	A/I
Knowledge of Child Protection Plans, procedures and associated partnerships	D	A/I
<b>EXPERIENCE</b>		
<b>Requirements For Grade</b>	<b>E/D</b>	<b>MOA</b>
Highly developed knowledge and understanding of Government policy and guidance on Safeguarding and Child Protection	D	A/I
Experience of successfully contributing to Child protection meetings and reviews	D	A/I
Experience of offering and receiving safeguarding supervision	D	A/I

<b>BEHAVIOURAL &amp; OTHER RELATED CHARACTERISTICS</b>		
<b>Requirements For Grade</b>	<b>E/D</b>	<b>MOA</b>
High degree of personal integrity with commitment to fairness, diversity and equality and to actively promote the school's Equal Opportunities Policy	E	A/I
Willingness to lead by example to promote excellence	E	A/I
Committed to carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies	E	A/I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	E	A/I
<b>GENERAL</b>		
This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.		



## Privacy Notice for Applicants

### Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

### What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview
- Your online activity (social media sites such as Facebook and Twitter)

### Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

### What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable in accordance with the statutory framework for safeguarding children and safer recruitment in education.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

### What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

### Why do we use this information?

We use this information in the course of recruiting members of staff.

### Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

### How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

### How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

### What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at [dpo@bywaterkent.co.uk](mailto:dpo@bywaterkent.co.uk).