



# **RISEDALE**

## **SCHOOL**

A family of learners

# **RECRUITMENT PACK**

June 2025

Dear Candidate,

## **SUBJECT: Recruitment Pack – Safeguarding Support Officer Apprenticeship**

Thank you for your interest in the Safeguarding Support Officer Apprenticeship at Risedale School. I hope you find the information you require within this recruitment pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and are passionate about ensuring that the quality of education (including enrichment) is excellent. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships, including veterans and local historians.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

If you decide to apply, please do so using the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Thursday 10th July 2025. Please mark your envelope 'Apprenticeship' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely,



**Mrs L Greenwood**  
Headteacher



## JOB INFORMATION

<b>JOB TITLE</b>	Apprenticeship Level 3 - Safeguarding Support Officer
<b>SALARY / GRADE</b>	National Living Wage - £12.21 per hour £451.77 per week After 12 months in post, apprentices will receive full salary for the post occupied.
<b>HOURS</b>	37 hours per week
<b>CONTRACT TYPE / TERM</b>	Approximately 24 months for Apprenticeship. Term time + 1 week.
<b>TO START</b>	September 2025
<b>CLOSING DATE</b>	23:59 Thursday 10th July 2025
<b>INTERVIEW DATE</b>	Thursday 17th July 2025

**Are you passionate about protecting vulnerable individuals and making a real difference for young people and families in your community?**

We are seeking a motivated and compassionate individual to join our team as a Safeguarding Support Officer Apprentice. This is a fantastic opportunity to gain valuable experience and a nationally recognised qualification while contributing to the safety and wellbeing of others.

### About the Role:

As a Safeguarding Support Officer Apprentice, you will play a crucial role in supporting the delivery of our safeguarding services. You will work alongside experienced professionals, including the Designated Safeguarding Lead, learning how to:

- Provide administrative support to safeguarding professionals.
- Assist in the recording and management of safeguarding information.
- Support the coordination of safeguarding meetings and case conferences.
- Contribute to the development and delivery of safeguarding training and awareness campaigns.
- Respond to and manage safeguarding enquiries and referrals.
- Maintain confidentiality and adhere to data protection regulations.
- Develop an understanding of relevant legislation, policies, and procedures.
- Build positive relationships with young people, colleagues, and external agencies.
- Contribute to the overall improvement of safeguarding practices.

### What You Will Gain:

- A nationally recognised apprenticeship qualification (Level 3 Safeguarding Support Officer qualification)
- Valuable on-the-job experience in a supportive and dynamic environment.
- Mentorship and guidance from experienced safeguarding professionals.
- Opportunities for personal and professional development.
- The chance to make a real difference in the lives of vulnerable individuals.

## Who We Are Looking For:

- A genuine passion for safeguarding and protecting vulnerable individuals.
- Excellent communication and interpersonal skills.
- Strong organisational and administrative skills.
- The ability to work effectively as part of a team.
- A commitment to confidentiality and data protection.
- A proactive and enthusiastic approach to learning and growing within a safeguarding role.
- Good IT skills, including proficiency in Microsoft Office Suite and/or Google Workspace.
- Ability to remain calm under pressure.

As an apprentice, you'll earn the National Living Wage of £12.21 per hour (£451.77 per week) for 37 hours, working during term time plus one week of inset days. After 12 months, your salary will increase to Pay Grade F, points 9-13 (£22,893.88-£24,414.42 pro rata). Successfully complete your apprenticeship and demonstrate your commitment to safeguarding at the School, and you will secure a permanent role as a Safeguarding Officer. You can find the full job description and person specification for this permanent post below.

If you would like further information on the role or would like to arrange a visit to the school, please email [blood.s@risedale.org.uk](mailto:blood.s@risedale.org.uk) to arrange a suitable time.

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

**PLEASE NOTE:** The school will not accept referrals/CVs from supply or employment agencies for this post.

**Closing date: 23:59 Thursday 10th July 2025**

**Interview date: Thursday 17th July 2025**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will, therefore, be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Safeguarding Support Officer
<b>PAY:</b>	Pay Grade F points 9-13
<b>CONTRACT TYPE / TERM:</b>	Established / Term time only plus 1 week / 37 hours per week
<b>RESPONSIBLE TO:</b>	Senior Leader (Safeguarding and Attendance)

<b>JOB PURPOSE:</b>	To support the school's safeguarding provision by acting as a first point of contact for safeguarding concerns, promoting pupil welfare, and ensuring safeguarding processes are followed in line with current legislation and best practice. This role forms part of a structured apprenticeship programme, offering the postholder the opportunity to gain practical experience while developing knowledge, skills, and behaviours.
<b>SAFEGUARDING STATEMENT</b>	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check with the child barred list, for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>

### ACCOUNTABILITIES / MAIN RESPONSIBILITIES

<b>Operational Issues:</b>	<ul style="list-style-type: none"> <li>• Act as a first point of contact for safeguarding concerns raised by pupils, staff, or parents</li> <li>• Apply knowledge of safeguarding legislation, policy, and guidance</li> <li>• Prioritise and escalate safeguarding concerns appropriately</li> <li>• Support pupils who may be experiencing difficulties, under the guidance of the Designated Safeguarding Lead (DSL), through providing a safe space and signposting to appropriate support services</li> <li>• Report allegations involving staff to the Headteacher or the Designated Safeguarding Lead (DSL)</li> <li>• Make informed decisions around information sharing, in line with data protection regulations</li> <li>• Organise and schedule safeguarding meetings, including multi-agency meetings (e.g., Child in Need, Core Group).</li> <li>• Maintain accurate safeguarding records (digital/paper-based)</li> <li>• Manage CPOMS and the safeguarding email inbox, and respond to queries or escalate as appropriate</li> <li>• Minute safeguarding meetings and ensure timely distribution of actions</li> <li>• Collate data for safeguarding audits, meetings, and inspections</li> <li>• Support staff with safeguarding implementation and best practice</li> <li>• Provide advice and guidance on safeguarding matters</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participate in reflective safeguarding case discussions</li> <li>• Assist in delivering safeguarding awareness sessions</li> <li>• Support safeguarding casework under DSL guidance</li> <li>• Contribute to inspection preparation and audits</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Liaise effectively with external agencies (e.g., social care, police, health services) under the direction of the DSL.</li> <li>• Communicate effectively and sensitively with parents/carers regarding safeguarding matters, as directed by the DSL.</li> <li>• Work collaboratively with all school staff to promote a consistent and proactive approach to safeguarding.</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• Maintain a thorough understanding of relevant safeguarding legislation, guidance, and school policies.</li> <li>• Commit to ongoing continuous professional development and safeguarding supervision.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Assist the Designated Safeguarding Lead (DSL) in matters of safeguarding and child protection across the school.</li> <li>• Undergo staff safeguarding and child protection training as directed</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date casework records</li> <li>• Record safeguarding and behaviour information on the appropriate school systems</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Council's policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee, and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• North Yorkshire Council provides front-line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Council requires a commitment to equity of access and outcomes, which will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and Mistreatment</li> </ul>



	<ul style="list-style-type: none"> <li>The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li><a href="#">Link</a></li> </ul>
<b>Date of Issue</b>	June 2025

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Understanding of the importance of confidentiality and data protection (GDPR).</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of relevant safeguarding practices, legislation and guidance (e.g., Keeping Children Safe in Education).</li> <li>Understanding of child development and the impact of trauma.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of using IT systems and software, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and/or Google Workspace and ideally experience with school management information systems (MIS).</li> <li>Experience of working in a school or similar environment with children and young people.</li> <li>Understanding of safeguarding principles and procedures, or a willingness to learn quickly.</li> </ul>	<ul style="list-style-type: none"> <li>Proven administrative experience, including record-keeping, data management, and minute-taking.</li> <li>Experience in using specific safeguarding software or databases.</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, staff, parents/carers, and external agencies.</li> <li>Experience in delivering basic safeguarding awareness sessions.</li> <li>Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.</li> <li>Ability to work independently and as part of a team.</li> <li>High level of accuracy and attention to detail.</li> <li>Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.</li> <li>Ability to remain calm and professional in challenging situations.</li> <li>Good problem-solving skills.</li> <li>A proactive and flexible approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to analyse data and produce reports.</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent in English or Maths, or a willingness to achieve these during the programme - good literacy and numeracy skills</li> <li>Level 3 Safeguarding Support Officer qualification</li> </ul>	<ul style="list-style-type: none"> <li>Relevant administrative qualifications (e.g., NVQ Level 2 or 3 in Business Administration).</li> <li>First Aid qualification.</li> </ul>



**Other Requirements**

- A genuine commitment to the safeguarding and well-being of children and young people
- Empathy, patience, and a positive attitude
- Professionalism and integrity
- Resilience and the ability to cope with emotionally demanding situations
- A commitment to continuous professional development
- Committed to the school's policies and ethos
- Enhanced DBS clearance with Child Barred List

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.



## OUR VISION & VALUES

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Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and  
together we are 'A family of learners'.

## ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



## OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

## CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](https://www.risedale.org.uk/information/policies) can be found on our website at [risedale.org.uk/information/policies](https://www.risedale.org.uk/information/policies).