



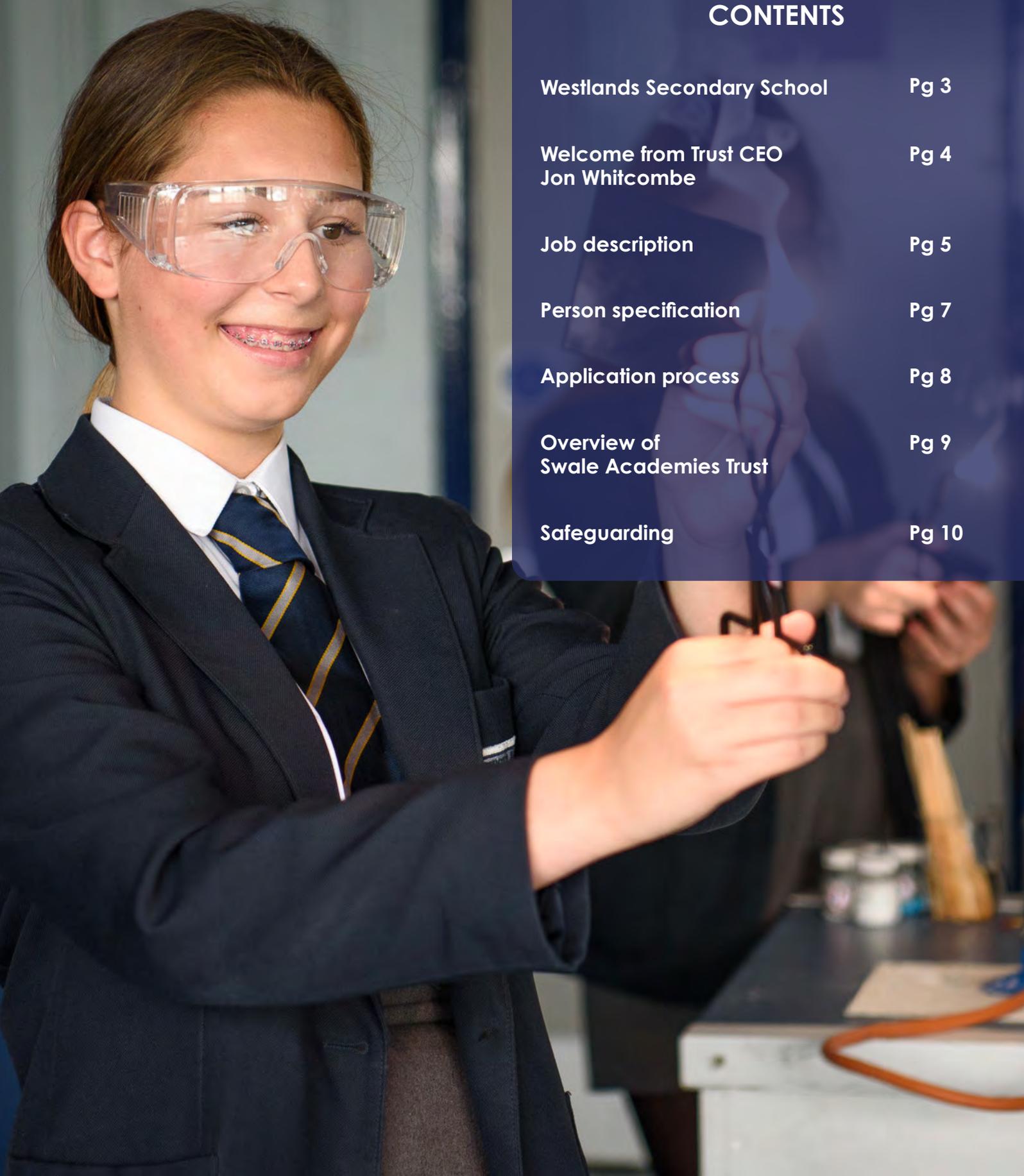
**Westlands
Secondary School**

**Safeguarding Support Officer
INFORMATION**



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Westlands Secondary School

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school.

However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school. Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education). If you would like to find out more about our school, our curriculum and our facilities, please visit our website (www.westlands.org.uk).

Please do not hesitate to contact us if you any questions or would like to know more about the role.

Yours faithfully,

Christina Honess
Headteacher

Simon Cox
Executive Headteacher

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

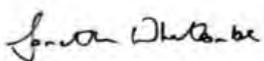
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Safeguarding Support Officer

Salary: SAT 5

Responsible to: Designated Safeguarding Lead

Purpose of the Job:

- To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To support the safeguarding team with administration tasks required to safeguard the children and young people at the school.

Main duties and responsibilities (Accountabilities):

- To provide administrative support for the Designated Safeguarding Lead (DSL) and the wider safeguarding team, and the nominated Governor for Safeguarding and Child Protection, including phone calls, emails and other communication;
- To work alongside other employees in the Safeguarding team; Progress / Learning Leaders, Heads of Key Stages;
- To comply with all Trust and school-based policies and procedures;
- To be able to respond to safeguarding concerns when required, including liaising with students, parents / carers and external agencies when necessary;
- To maintain hard and electronic safeguarding records to a high standard as detailed in Keeping Children Safe in Education (KCSiE), and uphold confidentiality at all times;
- Provide support to the DSL for staff induction, which includes the school's pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding response to children who go missing from education;
- Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSL and their role;
- To arrange and set up meetings with parents and external agencies where appropriate;
- Carry out home visits and record these following the school's agreed protocol;
- To write and produce minutes of meetings; and attend meetings as required;
- To produce word processed reports, and input data into spreadsheets;
- To organise the calendar for the Safeguarding team throughout the academic year
- effectively and efficiently;
- To assist the Safeguarding team with the administration of safeguarding training;



JOB DESCRIPTION



- To maintain records of registration during safeguarding training;
- Maintain central database of all training certificates;
- To assist with the preparation and distribution of regular Safeguarding updates;
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- To actively engage in the performance development and management process;
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of safeguarding.

Ethos

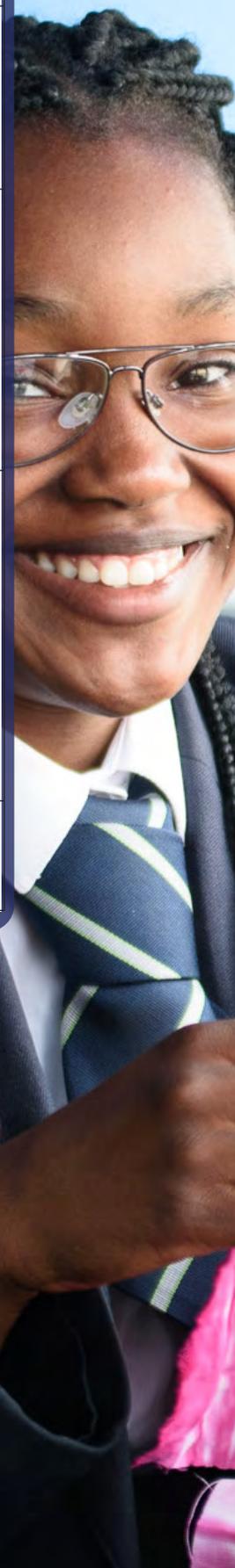
Our Trust is committed to maintaining the highest standards of safeguarding practice and creating an embedded culture of safeguarding across all of our schools.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> Designated Safeguarding Lead Level 3 	E
Experience	<ul style="list-style-type: none"> Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk. Knowledge of what constitutes poor safeguarding practice and unacceptable behaviour which creates safeguarding risks. Demonstrate a working knowledge of the Equalities Act 2010. 	E E E
	<ul style="list-style-type: none"> Knowledge of the statutory agencies' roles in safeguarding children and adults at risk. Experience of working as a deputy DSL. Experience of implementing policies, protocols and guidance. Knowledge and understanding of diverse faiths, communities and cultures. Understanding of the effects of various conditions that affect some children such as, but not limited to, ADHD; autism; Asperger's Syndrome; foetal alcohol spectrum disorder. Knowledge and understanding of working with volunteers. 	D D D D D D
Skills and Abilities	<ul style="list-style-type: none"> Outstanding team-working and organisational skills. Exceptional communication, interpersonal and influencing skills. A child-centred approach, able to maintain this perspective and use common sense. Ability to write concise reports and compile case file information. Ability to deal constructively and objectively with people's emotions (e.g. upset, distress, conflict, animosity). Capacity to handle confidential data / information sensitively and with discretion. Effective prioritisation and time-management skills. Competent and efficient in the use of IT. 	E E E E E E E E
	<ul style="list-style-type: none"> Effective presentation and facilitation skills. Ability to de-escalate heated and challenging situations. Experience of interviewing children and / or adults in relation to allegations. 	D D D



OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Ellen Apps
Westlands Secondary School
Westlands Avenue
Sittingbourne
Kent
ME10 1PF

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732