



# Safeguarding Officer Information for Applicants



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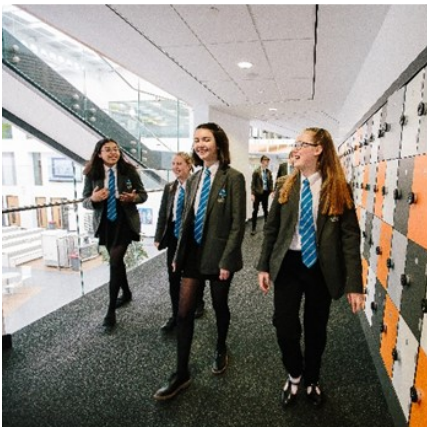
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# Welcome



Thank you for expressing an interest in the post of Safeguarding Officer at Consett Academy.

First and foremost, this is a rare opportunity to make a tangible impact on the future life chances of our students, irrespective of background or starting point.

As the Headteacher of Consett Academy it fills me with immense pride to be able to work with the children of the area but also the parents/carers. I have been in post at Consett for over 18 months now and it is a brilliant place to work each day because of our fantastic team of staff and our amazing students. I'd love for you to join us and be part of something you'll never forget.

At Consett we:

- have very high expectations;
- challenge students to achieve their best;
- ensure progress for all and our students leave the academy with fantastic results;
- have a dedicated and positive staff team;
- believe in inclusivity and that every student, no matter their background, deserves the best possible education.

Consett Academy is a 'Good' school following our recent OFSTED inspection and I am determined to improve standards even further. I would love you to be part of our journey towards becoming 'Outstanding'. I would encourage positive, hardworking, and committed candidates who have a real passion for improving the lives of young people to apply. If you believe you have what it takes to help Consett Academy reach its enormous potential, please get in touch.

I would encourage you to visit our fantastic campus to see for yourself the superb learning and working environment that we have. If you would like to arrange a visit, please email our HR Team at [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk) whereupon a mutually convenient date and time will be arranged.

Yours faithfully

**Mr T Urwin**  
**Headteacher**





# About us

New College Durham Academies Trust (NCDAT) is an ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The trust currently has 3 large secondary schools; Consett Academy and North Durham Academy and Wellfield School.

Our schools are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

To encourage progression, our schools provides effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on excellence underpins all we do whether in learning areas, working in the community or governing and leading our schools.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our schools are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each school at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.

# Advert

## **Safeguarding Officer Grade 4 £22,902—£25,572 p.a. (based on working term time +1 week)**

Consett Academy is seeking a dedicated and compassionate Safeguarding Officer to join our team and play a crucial role in maintaining a safe and nurturing environment for our students. As a key member of our student support team, you will collaborate closely with the Deputy Principal and Head of Student Support to ensure the effective implementation of safeguarding and child protection policies and procedures.

### **Key Responsibilities:**

- Act as the primary point of contact for safeguarding inquiries and provide expert advice to colleagues.
  - Support students in making disclosures and participating in investigation processes.
  - Collaborate with external agencies including police, health services, and local authorities.
  - Foster positive engagement with parents and/or carers, particularly in challenging circumstances.
  - Ensure confidential and secure recording of child protection information.
  - Receive, assess, and respond to concerns about students, following safeguarding policies.
  - Operate within the statutory safeguarding framework and academy policies.
  - Provide pastoral support to students and liaise with primary schools for seamless transitions.
- Prepare reports and documentation for safeguarding meetings.

If you are passionate about creating a safe and supportive environment for children and young people, and if you possess the skills and dedication to support the implementation of safeguarding and child protection policies, we encourage you to apply.

To find out more about this role or to arrange a visit/discussion, please contact [I.middleton@ncdat.org.uk](mailto:I.middleton@ncdat.org.uk)



# Job Description

## Job Description: Safeguarding Officer

### Job Purpose

Support the Headteacher and DSL in the implementation of safeguarding and child protection policies and procedures, ensuring all safeguarding and child protection issues concerning children and young people are responded to appropriately.

**Base:** Consett Academy

**Responsible to:** Head of Student Support

**Grade:** NCDAT Support Staff Grade 4

### Main Responsibilities

Act as an initial point of contact on safeguarding queries and a source of advice to colleagues.

Support students who are wishing to make a disclosure or contributing to an investigation process etc.

Work closely with the Designated Safeguarding Lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.

Ensure the Headteacher, Deputy Headteacher (Safeguarding) and other relevant staff are briefed as necessary on safeguarding incidents and concerns.

Liaise with a wide range of external agencies including police, health services, local authority on matters of safety and welfare (including online and digital).

Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Ensure child protection information is recorded confidentially and stored securely in line with statutory requirements and good practice. Understand the importance of information-sharing both internally and externally.

Receive, record and respond to information on school systems from anyone who has concerns about a child or young person. This includes:

- assessing and clarifying information
- making referrals to statutory organisations as appropriate
- consulting with and informing the relevant members of the organisation's management
- following the organisation's safeguarding policy and procedures
- liaising with, passing information to and receiving information from statutory child protection agencies such as the Local Authority, child protection services and the Police

# Job Description

Operate at all times within the statutory framework for safeguarding as well as the academy's safeguarding policy & procedures. Comply with the other policies and procedures of the Trust.

Take proactive steps to ensure knowledge and skills are regularly refreshed to keep up with relevant developments; including inter-agency child protection procedures developed by the local child protection agencies and legislation/guidance relating to child protection and abuse.

Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with young people at the school.

Support students throughout the day by fulfilling pastoral responsibilities.

Liaise with Primary Schools to obtain safeguarding information and files prior to students being admitted to Year 7.

Preparation of reports and documentation for all levels of safeguarding meetings.

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns

*Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.*

# Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	5 GCSEs or equivalent, including grades 9 to 4 (A* to C) in English and Maths  NVQ Level 3 or equivalent in a relevant area	Degree  Current First Aid Certificate or willingness to work towards  Level 3 Safeguarding	Application form
Experience	Sustained recent experience of working with children and young people in an education setting  Experience of working with agencies relating to child protection and safeguarding	Proven track record of working with external agencies to support students and their families	Application form,  References
Professional Skills & Knowledge	A working understanding of school safeguarding procedures  Understands and acts on responsibility for the safeguarding and welfare of students  Good written and communication skills	Knowledge of Arbor/CPOMS/Class Charts/Provisions Maps or equivalent  Current Child Protection legislation and statutory duty of educational establishments	Application form,  Interview/ Assessment,  References



# Person Specification

Criteria	Essential	Desirable	Method of Assessment
Professional Skills & Knowledge	<p>Good behaviour management skills</p> <p>IT skills</p> <p>Ability to respond to feedback, reflect on and develop own professional practice</p> <p>Maintains appropriate professional boundaries with students and parents</p>		<p>Application form,</p> <p>Interview/ Assessment,</p> <p>References</p>
Personal attributes	<p>Personal resilience including ability to work effectively under pressure, on sensitive and potentially distressing issues</p> <p>A positive role model of professional practice and conduct to others</p> <p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of an internal team and with external agencies/services.</p> <p>Punctual and reliable</p> <p>Suitability to work with children</p> <p>Full clean driving license, or access to mobility support</p>		<p>Application form,</p> <p>Interview/ Assessment,</p> <p>References</p>

# Employee Benefits

At NDCAT we have a range of employee benefits





# How to apply

## Application form

To download an application form please visit our website: [Join our Team | \(consett-academy.org.uk\)](https://consett-academy.org.uk)

Alternatively, please contact the HR Team as below:

By phone - 01207 291188

By e-mail - [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)

Completed application forms should be emailed to [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

## Closing Date

Midday Wednesday 13th September 2023

## Interview Date

To be confirmed

## Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

## Location

This post is initially based at Consett Academy, however the successful candidate may be asked to work at other schools within the Trust.

## Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

*Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.*

# Safeguarding Information

## Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. 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 for work with children.

## Safeguarding Policy

You can find the academy safeguarding policy using the link below:

[Policies | \(consett-academy.org.uk\)](https://consett-academy.org.uk/Policies)

## Recruitment of Ex-offenders Policy Statement

The trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is included in the rehabilitation of Offenders Act 1974 (exceptions) order 1975 the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

