



Exmouth  
Community  
College  
Academy Trust

*Recruitment Information & Job Pack*

# SAFEGUARDING ADMINISTRATOR

Permanent

NJC Grade C

**Closing Date:** Wednesday 25 September 2019 at 10.00am

**Interview Date:** Wednesday 2 October 2019

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

[www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Principal: A J Davies BSc(Hons), PGCPSE, NPQH

# Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes at both GCSE and Post 16, we were delighted with many aspects of our results in 2019. We have implemented a range of changes to further improve outcomes such as redeveloping our curriculum offer and introducing accelerated reading at the start of many lessons. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to achieve great results for our students.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Davis'.

Andrew Davis  
Principal

## The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

*(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.*  
**(Ofsted 2017)**

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

## The School

*Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.*  
**(Ofsted 2017)**

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 400 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.



The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

*Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.* **(Ofsted 2017)**

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision, enrichment, work based learning, Lead Learner and supportive elements; all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

*Teachers have positive relationships with their classes and have high expectations of behaviour. Most pupils respect their teachers, and so interruptions to learning are rare. (Ofsted 2017)*



In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.

## Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

We aim to create a stimulating, enjoyable and structured learning environment, where success is rewarded and all students and staff can thrive. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. In order to achieve this, we will;

*Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress. (Ofsted 2017)*

- offer a broad, inclusive curriculum which enriches students' education and provides them with the opportunity to discover, develop and achieve their potential, whether academic, sporting, cultural or aesthetic;
- prepare all students for the next stage of their life by concentrating on taking key traits to our students such as knowledge and skill development, how to stay healthy and safe and the importance of resilience;
- provide a safe, secure, environment in which students develop consideration for others, self-discipline and positive relationships;
- strive continuously to establish the best possible site and resources;
- provide excellent teaching and learning from teachers and staff who relish the opportunity to work in our College, because they feel inspired, valued and supported to do the best they can for their students;
- engage with parents and carers, using effective communication channels to ensure that they are well informed, able to support their child's education and have the means to raise any concerns they may have;
- build and maintain links with the wider community to enable them to support the College across a range of activities.

*The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points. (Ofsted 2017)*



# Job Description

<b>Title:</b>	Safeguarding Administrator
<b>Type of Appointment:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Grade:</b>	NJC Grade C
<b>Salary:</b>	£9,061 – actual starting salary per annum (annual progression to top of the Grade D - £9,428 actual salary per annum)
<b>Hours:</b>	22 hours per week x 38 weeks of the year (term time only) Monday to Thursday 9.00am – 3.00pm (includes 30 minute unpaid break)
<b>Reporting to:</b>	Designated Safeguarding Lead and Key Stage 4 & 5 Pastoral Team Leader
<b>Responsibility for:</b>	No line management responsibilities

## Purpose of the Job

To provide comprehensive administrative support linked to safeguarding.

## Key Responsibilities

- Assist the Safeguarding Lead at the College in ensuring that both electronic files and paper files on identified students are up to date.
- Maintain the College's Child Protection and Bullying Log.
- Maintain a log of all Right for Children cases involving College students.
- Upload information, including police reports, into the College's pastoral management system; CPOMS.
- Upload TAF (Team around the Family) information to the Right for Children system; Devon County Council's portal.
- Contact Early Help to report issues with the Right for Children system.
- Extract key information from student files and CPOMS to form the basis of reports and file reviews for staff, governors and external agencies.
- Arrange TAF meetings and invite all relevant attendees.
- Attend meetings and produce accurate minutes within required timeframes.
- Keep a diary of key dates for pastoral staff.
- Liaise with pastoral staff/Heads of Year to ensure that documents are completed and submitted within required timeframes.
- Liaise with parents and external services/professionals. Produce appointment letters and emails as required.
- Provide training on Right for Children to pastoral staff as required.
- Other duties commensurate with the grading of the post, as may be required.

## Working Conditions

- Normal office environment

## Physical Demands

- Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

# Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
GCSE English and Maths at Grade C / Level 2 qualification or above, or equivalent training / experience	✓		Application & Certificates
ECDL / Word Processing / ICT qualification or equivalent	✓		
Experience			
Working effectively within an administrative setting	✓		Application, Interview & Reference
Working effectively within a school environment		✓	
Skills and Knowledge			
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓		Application, Interview, Assessment & Reference
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Confident user of Excel and creation of spreadsheets, including the use of formula	✓		
Good numeracy/literacy skills	✓		
Excellent record keeping and administrative skills	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Awareness of data protection and confidentiality	✓		
Use of SIMs (training will be provided)		✓	
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview & Reference
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College



## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

## To Apply

Please complete the Non-Teaching application form available from the College website.

Your completed application form should be submitted before 10am on the closing date.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources  
Exmouth Community College  
Gipsy Lane  
Exmouth  
Devon  
EX8 3AF

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687



# Our six core values



We will always show **INTEGRITY** and operate in the best interests of the College. Our decisions are based on evidence, honesty and courage.



We recognise that achieving our best is difficult and requires hard work, determination and commitment. We value and aspire to be **RESILIENT INDIVIDUALS** who identify solutions and opportunities, seeing problems as challenges to resolve.



**CREATIVITY** and innovation are the hallmarks of active participants and good learners and are the key skills required for any successful organisation. We consistently look forward and find opportunities for ourselves and students to explore.



We all strive continuously to use our imagination and be curious about the world around us. We celebrate diversity and the **POWER OF EDUCATION** and learning.



We look beyond current expectations and are open to new ideas, feedback and best practice. We are outward facing, open and optimistic, **EMBRACE CHALLENGE**, persist in the face of setbacks and see effort as the path to mastery.



We are proud of our College. We do many things exceptionally well. As **REFLECTIVE LEARNERS** we find opportunities for feedback, listen to it and act where necessary to improve our performance. Fearless and dedicated we never give in or give up and, where we see others struggle, we reach out and give them support, strength and encouragement to be the best they can be.

## *Learn • Progress • Grow*