



Safeguarding Officer
RECRUITMENT PACK
Horizon Community College

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We are very confident that the college will go from strength to strength.

Character and Culture at Horizon CC



Nick Bowen—Executive Principal

At Horizon Community College we have a challenging ambition of raising achievement to a level that would put us in the top 10% of schools in the country. We have a vision for redressing the imbalance, re-shuffling the pack and give the young people of Barnsley a better hand – a better deal – breaking ‘vicious circles’ of underachievement and low aspirations and transforming the lives of every young person.

We want young people to leave the college well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.



Claire Huddart—Principal

The expectation that ‘We are Positive Role Models’ focuses on developing character and skill set of all students. This is underpinned by the College core values which help to prepare every student for a lifetime of success. We offer a quality of education that is tailored to the needs of and meets our ambition for each individual student. We expect every learner to be challenged in every lesson, every day – and to challenge themselves. This is coupled with a high-quality programme of Careers Education to ensure that every student is ‘school ready, work ready and life ready’.

Successful education is also about working in close partnership with our families and the wider community to ensure our students succeed in each School year so that every student is prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are prepared for the next phase of their careers. We promote ‘one team’ working hard to support each other. The ethos of staff development is reinforced by an offer of continuing professional development designed to respond to strategic priorities.

We are focused on developing students and staff at every level. We strive to embed a culture of hard work, opportunity and aspiration to enable every student and every adult in the College to simply “be the best, that they can be”.

To get a further insight into life at Horizon, [click here](#) for our latest College video.



We are very confident that the college will go from strength to strength.

STRATEGIC PRIORITIES 2019-20

QUALITY OF EDUCATION

'Challenging every
learner, in every
lesson, every day'

CURRICULUM

To establish that the **overarching curriculum and age-related expectations** are effective in supporting student progress.

For all subjects to establish the **intent** (ambition, coherence and principles) that underline their curriculum.

TEACHING AND LEARNING

To further develop pedagogy, so as to drive effective **challenge and support**, with a particular focus on Year 7.

To drive a whole college home-learning strategy, developing a culture of **independent learning** and improving the **ability of students to retrieve** the key knowledge required for success in all subject areas.

To embed a model of **developmental training and coaching for classroom staff** which drives the quality of teaching and learning, creates a culture of collaboration and holds people to account for the quality of their classroom practice.

ASSESSMENT & PROGRESS

To drive the progress of all students through the effective response to data with a focus on **disadvantaged, boys, high ability** and students **accessing inclusion**.

To ensure **formative and summative assessment** supports student progress.

BEHAVIOUR AND ATTITUDES

'We are positive
role models'

To develop the **character** and the skill set of all students through the College **core values** enabling them to become **positive role models** who are fully prepared for a lifetime of success.

To **reduce fixed term exclusions** – ensure support and interventions are appropriate and effective.

To further **improve attendance and punctuality** for all groups of students, in particular SEND and disadvantaged cohorts.

CAREERS & ENTERPRISE

'Work ready,
life ready'

To provide a planned programme of inclusive **careers education and skills development** for all students from Y7 to Y11.

To partner academic teams to link **curriculum learning to careers** to drive the ambition to learn and succeed.

To continue to improve the Careers offer at Horizon to ensure that all students are equipped with an in-depth knowledge of their **post 16 options and routes into work**.



CORE VALUES

At Horizon Community College

PRIDE Wear full College uniform at all times Take pride in all you do and actively look to improve your work	ORGANISATION Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	ENGAGEMENT Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	QUESTIONING Contribute in every lesson Ask questions to deepen your knowledge and understanding	RESPECT Follow staff instructions the first time & every time Be honest and polite to others
KINDNESS Be considerate and supportive of others Treat others as you would expect to be treated	TEAMWORK Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	TOLERANCE Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	INDEPENDENCE Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	RESILIENCE Persevere and recognise it is alright to make a mistake Respond well to constructive criticism

“Raising aspirations for all through quality, excellence and innovation”

Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

Safeguarding Officer

Location: Horizon Community College, Barnsley

Salary: Grade 8 £26,195—£28,222 (actual salary)

Hours Per Week: 37

Type: Permanent, term time only + 2 INSET days

Closing Date: Wednesday 18 September 2019 at 12 noon

We are seeking to appoint a Safeguarding Officer to ensure that all students are cared for in a safe and secure environment. The successful candidate will work as part of a designated safeguarding team and take responsibility for child protection issues, along with other Deputy Safeguarding Leads to ensure that Keeping Children Safe in Education is embedded in the school.

Safeguarding is at the heart of the schools' ethos and it will be part of your role to inform, educate and support staff in knowing how to respond to potential concerns.

We are looking for candidates that are degree qualified in a relevant subject or equivalent and have experience working in a related field.

This is an exciting time to join Horizon Community College and make a real difference to the lives of the young people in Barnsley.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

Job Description

Job Description

HCAT Academy Trust

School: Horizon Community College

Section: Support - Safeguarding

JOB TITLE: Safeguarding Officer

JOB REFERENCE NO:

GRADE: 8

RESPONSIBLE TO:

Vice Principal - Standards

EMPLOYEE SUPERVISION:

None

DATE AGREED:

BY WHOM:

Purpose of Post:

- The role of the Safeguarding Officer is to act as Deputy Designated Safeguarding Lead and take responsibility for child protection issues, along with other designated safeguarding leads (DSL's).
- The Safeguarding Officer will be responsible for the strategic direction and responding to the day-to-day safeguarding issues/concerns, along with Student Welfare and DSLs.
- To ensure safeguarding is at the heart of the school ethos and inform, educate and support staff in knowing how to respond to potential concerns.

Duties and Responsibilities:

Safeguarding:

- Act as a named Deputy Designated Safeguarding Lead across the College.
- Maintain detailed and accurate written records of child protection concerns using appropriate College systems e.g. CPOMS.
- Keep knowledge and skills up to date via online training, e-bulletins, opportunities to network with other DSLs and attend training events organised by the Local authority.
- Offer support, advice and guidance to all staff re: safeguarding of students within the College.
- Deliver staff awareness sessions in relation to safeguarding roles and responsibilities.
- Make referrals to the Channel programme where there are concerns regarding radicalisation and extremism.
- Contribute to the Child Protection Conference and Core Group processes by either attending or ensuring the relevant member of staff attends.
- Provide written reports as required in an appropriate and timely manner.
- Work with students and staff to prepare relevant documents and statements relating to specific incidents which can be presented to other members of the College in a clear and concise fashion.
- Actively contribute to the monitoring and review of safeguarding procedures across the College.
- Meet regularly with and provide information for College Governors.
- Attend as appropriate Strategy meetings called by outside agencies.
- Attend all School team meetings to discuss Safeguarding issues/concerns.
- Lead on safeguarding of Looked After Children (LAC) and oversee Termly Personal Education Plans (TPEPs).

Job Description

Family Engagement

- Work with parents in a College context, supporting them and building their engagement with their child's learning including at transition points.
- Lead on the referral and assessment process for Early help and intervention.
- Support the engagement of families in the Early Help Assessment process, supporting Student welfare to undertake assessments.
- Carry out home visits where appropriate to support parents and children who may be at risk.
- Signpost students and families to appropriate services.

Support and Information:

- Support parents and children showing early signs of social, emotional and / or mental health needs and work with them, school staff and other support agencies to remove barriers which may prevent the ability to engage with College and learning.
- Provide appropriate information and / or referrals to parents about the school and relevant local services available, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- Develop and maintain partnerships with external agencies / organisations to set up resources / initiatives to help address barriers to learning.

Support for the college

- Be aware of 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.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

This job description will form the basis of performance management and will be reviewed periodically.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Date Job Description Revised: July 2019

By whom: A. Saeed

Person Specification

		Records Bureau disclosure will be required prior to appointment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974		
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In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

Interviews will take place on **Monday 23 September 2019**.