



Deputy Designated Safeguarding Lead & Welfare Officer Recruitment Pack



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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

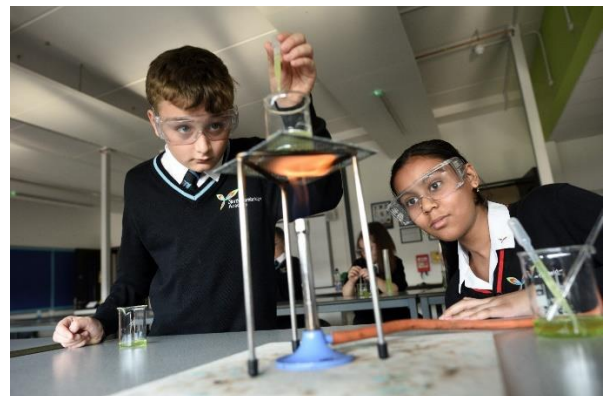
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, six 11-16 schools and five 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



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High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

09:00am on Thursday 2nd May 2024

However, we reserve the right to close the advert and interview early if sufficient applications are received therefore, please do not delay your application if you are interested in the role.

Interviews:

To take place shortly after advert closes.

Applying:

For any questions about the application process please contact:

Catherine Sutton, HR Officer, on csutton@elycollege.co.uk or 01353 667763.

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and



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barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

Job Description and Person Specification

Job Title:	Deputy Designated Safeguarding Lead & Welfare Officer
JD Reference:	STD ED 21
School/Academy:	Ely College
Weeks:	41 Weeks
Hours of work:	37 Hours
Salary:	Grade 8
Responsible to:	Designated Safeguarding Lead

Role:	To provide support to the DSL and students with safeguarding and/or welfare concerns.
Purpose of the job:	Deputise for DSL in managing safeguarding referrals and support to vulnerable students. Plan and deliver practical support, advice and guidance to vulnerable students and their families.

Responsibilities and Accountabilities:

Main responsibilities

- Deputise as designated safeguarding lead for the school, overseeing the child protection work and cause for concern records for the whole academy.
- Work closely with the Inclusion team to ensure the welfare of students attending the school.
- Co-ordinate the early help pathway provision, complete assessments and attend panels to present cases where necessary.
- Identify and address the needs of the most vulnerable students and families in order to overcome barriers to learning.
- Support families to be the best parents they can be so that they are able to support their child's learning and wellbeing.

- Work in collaboration with the School Safeguarding team to ensure continuing and cohesive support for identified families.
- Be familiar with, and know how to implement, all statutory safeguarding guidance, including KCSIE and the Prevent Duty.

Specific responsibilities: Welfare and Safeguarding

- Accountable for ensuring the use and development of the internal referral system for all cases reported and administering the system in school.
- Understand and implement the appropriate use of external referral processes including LA procedures and the procedures of other external agencies.
- Liaise with external agencies including the Child Protection Team and Social Services where there are Child Protection concerns and initiate referrals for an Initial Assessment of Need.
- Attend case conferences, core group meetings, Child In Need (CIN) and Team around the Child (TAC) meetings, outside term time if required.
- To action caseloads as assigned by the DSL.
- Responsible for working with wider pastoral teams in school to support the welfare and wellbeing of students.
- Have a clear understanding of the needs of vulnerable students, including CIC, those previously looked after, Young Carers, those seeing a CAMH professional and internal and external counsellors. Support these students as required.
- Take responsibility for child protection and for those students looked after by the Local Authority in liaison with other senior DCP leaders.
- Work with vulnerable children and their families as identified by the Headteacher for inclusion and undertake assessment, including Early Help Assessments. Develop a plan that meets their needs, addresses family issues and supports them to access appropriate services to enhance the team around the family.
- Adhere to protocols where referrals to Social Care and Health should, wherever possible, be with the knowledge and / or consent of the student and / or their parents, unless to obtain such consent would place the child at risk of significant harm.
- Advise and provide CPD to staff within the academies and across the trust on safeguarding matters as academy, local and national needs require.
- Promote Child Protection Awareness within the Academies, offering guidance on the Framework for Assessment of Need.
- With colleagues, help identify factors affecting an individual students' wellbeing and behaviour within the academies and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
- Support students and families who are at risk of academy exclusion because of a number of factors including poverty, poor housing, refugee status etc.



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- Keep accurate records of information, referrals and completed work.
- Establish effective communication with staff to ensure student's needs are met and use detailed knowledge and specialist skills to support learning and progress, promote independence and develop social/emotional needs.
- Maintain appropriate resources, databases, and case files e.g., Outcome Stars, CP files and making notes at meetings.
- Maintain confidential, efficient and comprehensive CP records, providing regular reports as required.
- Help identify factors affecting an individual pupil's well-being and behaviour in school and at home and facilitate appropriate interventions with other professionals and agencies where necessary.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Support administration for the leadership teams in terms of student attendance to after school sanctions, liaising with home as appropriate.

Support to the School/Academy/Place of work:

- Participate staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the values of Meridian Trust and work with the ethos of the academy.
- Follow academy policies, practices and procedures.
- Be aware of, and comply with, policies and procedures (safeguarding policy and procedures, health, safety and security, confidentiality and data protection) in all work undertaken.
- Accompany staff and students on visits, trips and out of school activities as required.

Data Security:

- Act under legal provisions regulating confidentiality and security of data and information following GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare



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- Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake manual work and perform tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Keep up to date with current and new legislation and statutory guidance.
- Participate in relevant training and maintain an up-to-date working knowledge of relevant issues, disseminating this information to other pastoral and support staff as appropriate.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



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

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: September 2022

Person Specification: Welfare and Safeguarding Lead	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language.	✓		A
2	Educated to Degree level or equivalent.	✓		A
3	Trained DSL with relevant experience.	✓		A
Experience		Essential	Desirable	Assessment
4	Experience of working with multi agency teams in an education setting.	✓		A/I
5	Experience of working with children across secondary key stages (KS3 and 4) with evidence of having achieved successful student outcomes.	✓		A/I
6	Experience of working in a pastoral care role within a school environment.		✓	A/I
7	Experience of working external agencies and their policies and procedures.		✓	A
Knowledge and understanding		Essential	Desirable	Assessment
8	Understanding of the education system.	✓		A/I
9	A good knowledge of the SEND Code of Practice.	✓		A/I



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10	Knowledge of the concept of confidentiality.	✓		I
11	Awareness of child protection issues.	✓		I
12	Experience of community outreach work.		✓	A/I
Skills and abilities		Essential	Desirable	Assessment
13	Skilled at making and sustaining positive relationships with children.	✓		I
14	Ability to use language and other communication skills that parents, and students and staff members can understand and relate to.	✓		I
15	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students.	✓		I
16	Excellent written and oral communication skills.	✓		I
17	Ability to contribute to team meetings and contribute ideas.	✓		I
Personal Qualities		Essential	Desirable	Assessment
18	Willingness to undergo further training and development.	✓		I
19	Positive and enthusiastic approach towards work.	✓		I
20	Ability to act on own initiative.	✓		I
21	Kindness and empathy towards students and colleagues.	✓		I
22	Ability to work as part of a team effectively.			I
Child Protection		Essential	Desirable	Assessment



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23	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
24	Flexibility of working hours.	✓		A/I



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