



Safeguarding Officer

Closing Date: Friday 21st February 2025



Dear Applicant

We would like to extend a warm welcome to you in applying for the post of Safeguarding Officer at Kingsway Park High School.

The school has recently undergone a period of transition and change in its Senior Leader Team resulting in the appointment of a new Headteacher and other key roles. There has also been a number of promotions within the area of Social Sciences which has meant that we are in the exciting position to recruit to this key role.

As part of the Altus Education Partnership, the mission and values that underpin the direction for our school are clear and form a key area of alignment that will be needed for the role. I would encourage you to review these alongside our statement of intent.

“We Co-operate, We Pioneer, We Belong” on our website, as they will tell you all that you need to know as to whether this school is the right place for you. This is so important that we are a right fit for you as much as you are for us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse comprehensive school. We provide an individualised curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need. We seek to nurture and develop the whole child not just ensuring each students academic potential, but also preparing them as a socially responsible citizen who can flourish in society and give back to their local community. We seek to remove those barriers of inequity that prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams. We also respect and recognise that success feels and looks different for each and every one of our students.

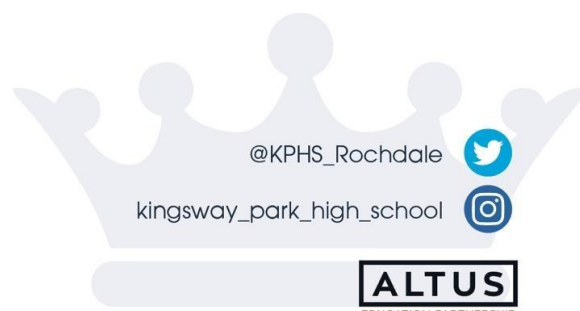
This school has soul and a true “family feel.” The staff here work relentlessly in the pursuit of excellence for this community and the students we serve.

Our challenge is to continue to develop the school’s culture and unique offer while improving aspirations, learning and achievement. This is not something that is possible for any one individual but requires a team of passionate, dedicated and committed staff, supported by a strong and principled senior leadership team. It is only through this collective responsibility and partnership working, that we can achieve a world-class learning experience for all.

If you are excited by what you have read and feel that you can support in elevating Kingsway Park High School, during its next stage of its journey, we look forward to receiving your application. Yours sincerely



Mr Simon Ward – Headteacher





Application

1. Complete the Altus Education Partnership application form
2. Provide a cover letter of no more than two sides of A4 paper
3. Send your application by email to recruitment@altusep.com

Deadline

The deadline for the post is **Friday 21st February 2025**

Interview is scheduled to be on **Thursday 27th February 2025**

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

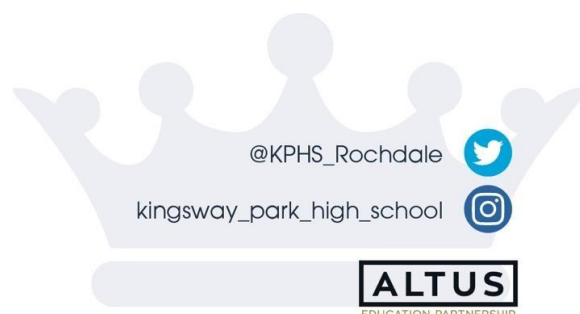
For an Application Pack

1. Visit www.kingswaypark.org or www.altusep.com
2. Email: recruitment@altusep.com

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects.



Background Information

Kingsway Park High School

Kingsway Park High School was established in 2010 and joined the Altus Education Partnership in February 2022. We are now a very popular oversubscribed school (1350 students in years 7-11 and 190 staff) located in central Rochdale. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

At Kingsway Park High School we strive to transform students' lives. Through our relationships, we endeavour to instil both resilience and an intrinsic motivation to become confident, creative, and highly skilled students, capable of meeting tomorrow's challenges head on. We strive to establish a culture rooted in achievement and progress that encourages our students to grow academically, personally and socially; equipping them with the values of equality, fairness and openness. We pride ourselves on our relentless drive to achieve outstanding, high-quality teaching that provides a safe, supportive and encouraging environment for all our students to be able to realise their academic potential in pursuit of educational excellence.

Altus Education Partnership

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life, and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.

Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.
-

Role Description:

Job Title:	Safeguarding Officer
Reports to:	Assistant Headteacher & DSL
Staff Responsibility:	Support the safeguarding of students
Additional:	As Assigned
Remuneration:	Support Staff Pay Spine 19 – 24, currently £31,067 - £34,314 FTE. (Actual £28,904 - £31,925)
Contract:	Fixed Term (9 months) - Full time (37 hours) Term time + 3 weeks (42 working weeks)
Start Date:	As soon as possible

Primary Purpose:

AT KPHS, we follow the mantra that safeguarding is everyone's responsibility and we all play a crucial role in promoting the academic, behavioural and personal development of our students through a strong focus on safeguarding. Safeguarding is a non-negotiable and is everyone's collective responsibility. We are looking to appoint an experienced individual with a detailed knowledge of safeguarding in schools to join our highly experienced team which consists of:

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Designated Safeguarding Lead
- Deputy Designated Safeguarding Lead
- Family support Worker and Cared for Lead
- Teaching Safeguarding Support
- Admin Assistance

The team work closely to safeguard students, with the main safeguarding team sharing an office to ensure no concern is missed, which in turn, enables professional conversations and enquiries between the team



to take place. The safeguarding team receive a high proportion of CPOMS incidents each day, ranging from low level concerns to complex safeguarding concerns and are therefore looking to appoint an individual who can work collaboratively with the team to support the low-level concerns and offer educational safeguarding support to students. The safeguarding team also benefits from admin assistance.

The successful candidate should demonstrate a real passion for safeguarding and be equipped with the skills to build positive relationships with students, their families and external agencies to support the safeguarding and CP provision across the school. The ideal candidate will need to have knowledge of safeguarding issues, using CPOMS, and ideas on how we can educate students on safeguarding further and be prepared to be trained in how to complete the role at an outstanding level. They will need to consistently demonstrate strong working relationships with stakeholders at all levels and contribute to the operational running of the safeguarding provision.

This is an exciting opportunity for someone with a desire to improve the lives of students at Kingsway Park High School and improve the outcomes of our students.

CPOMS Responsibilities:

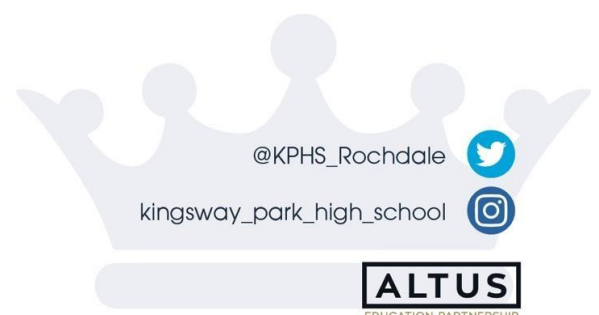
- Investigate the low-level safeguarding concerns assigned by the DSL and DDSL.
- Accurately report on and contribute to student chronology.
- Liaise with staff on all matters relating to the safeguarding, CP, welfare, wellbeing of students.
- Manage a case load responding to CPOMS incidents in a timely manner.

Intervention Responsibilities

- Support the EH Lead with any necessary cases.
- Support the EH Lead on home visits.
- Complete educational intervention sessions on safe touch, boundaries, self-esteem, online safety and exploitation risks for students for students who truant externally.
- Conduct voice of child interviews.
- Conduct child missing from home interviews.
- Conduct welfare checks following Encompass notifications.
- Initiate the Warning Tree.
- Support with low level attendance concerns.
- Complete welfare checks both over the phone and on home visits.

External Agency Responsibilities

- Gather information for external agencies.
- Complete Inclusion referrals.
- Complete Early Break referrals.
- Complete Rochdale Connections Trust referrals.
- Complete Young Carers referrals.
- Complete Single Point of Access referrals for mental health.
- Complete Break for Change referrals.





- Complete any other necessary referrals deemed necessary to help meet our students needs.
- Attend and contribute to multi agency meetings where necessary.

Other Responsibilities

- Maintain the log of risk assessment compliance.
- Maintain the log of policy compliance.
- Provide information for the weekly bulletin.
- Maintain the half termly pastoral newsletter.
- To regularly liaise with the Assistant Headteacher and DSL on safeguarding cases.
- To attend half termly supervision sessions.
- Actively participate in safeguarding lunch time clubs.
- Actively participate in school duties such as break and lunch time to support the operation of the school.
- Keep up to date with all relevant legislation.
- To be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality, and data protection.
- To handle sensitive data confidentially.

General Responsibilities

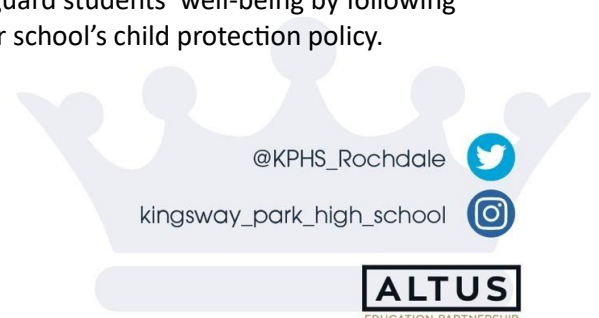
- To model the core values of the school in your professional life and to promote and develop the school's vision, ethos, aims and objectives.
- To embody a culture that promotes excellence, equality, and high expectations for all students.
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the school.
- To attend meetings with external agencies and organisations.
- To take on additional responsibilities as directed by the Headteacher and/or SLT link.

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the schools' values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Actively participate in KPHS daily duty rota.

Health and Safety

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.



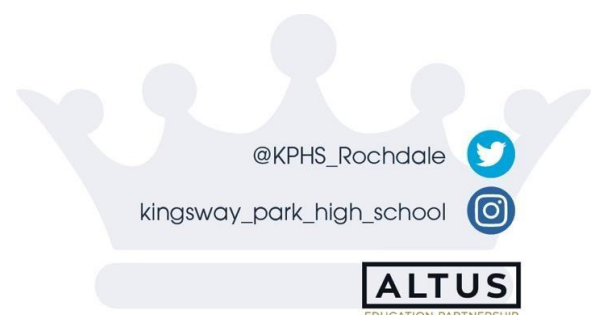


Professional Development

- Keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and Professional Conduct

- To be an ambassador for the school and consistently embody the school intent of 'We Cooperate. We Pioneer. We Belong.'
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that are not specified in this job description.
- Respect individual differences and cultural diversity.





Person Specification

Essential / Desirable	CATEGORIES	App Form	Interview	Refs
D	Relevant degree or equivalent qualifications	✓		
D	Advanced safeguarding training certification	✓		
D	Have an understanding of how to use CPOMS	✓	✓	
E	Willingness to undertake further training	✓	✓	✓
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	✓	✓	✓
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	✓	✓	✓
E	Ability to form and maintain appropriate relationships and personal boundaries with students	✓	✓	✓
E	Experience in communicating clearly: both orally and in writing to a range of audiences including children and young people, parents, staff and external partners	✓	✓	
E	Experience of building effective working relationships with colleagues (in the school and with external agencies) students and their families	✓	✓	✓
E	Possess knowledge of Keeping Children Safe in Education and Working Together to Safeguard Children	✓	✓	
E	Experience of working effectively with vulnerable children/young people in education, social work, youth work or another related area of work	✓	✓	✓
E	Experience of managing effectively with parents/carers of children/young people	✓	✓	
E	Experience of working effectively with professionals to promote children's/young people's learning or welfare OR significant recent experience in work with children/young people and families in a multi-agency environment	✓	✓	

@KPHS_Rochdale

kingsway_park_high_school





E	Possess knowledge understanding and commitment to equality, diversity and inclusion informed by practical experience and application	✓	✓	
E	Possess knowledge, understanding and commitment to safeguarding and promoting	✓	✓	

	the welfare of students, with a very good understanding of e-Safety issues and Prevent			
E	Be self-motivating and persistent	✓	✓	✓
E	Be able to motivate others, galvanising them around a common purpose	✓	✓	✓
E	Be enthusiastic to help the school to move forward through a process of change, development and ongoing improvement		✓	
E	Be committed to lead by example	✓	✓	
E	Be able to support staff in safeguarding matters	✓	✓	✓
E	Possess personal leadership skills in networking with a range of other providers in other sectors and institutions	✓	✓	
E	Be able to respond to enquiries and complete concise and complex reports in a timely manner	✓	✓	✓
E	Be able to maintain student records and ensure their confidentiality	✓	✓	✓
E	Be able to engage with and motivate young people by establishing empathetic and supportive working relationships	✓	✓	✓
E	Be able to work on one's own initiative, balance competing priorities by organising and completing a work schedule	✓	✓	✓
E	Be able to work effectively as part of a team to reach agreed targets and outcomes for young people	✓	✓	✓
E	Be computer literate		✓	
E	Be committed to continuous improvement		✓	✓
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies		✓	





E	Demonstrate willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development		✓	
E	Possess personal resilience and the ability to maintain staff morale at times of pressure and change		✓	✓
E	Be able to evaluate own performance		✓	
E	To be professionally assertive, clear thinking, able to negotiate and reach agreement		✓	✓
E	Be committed to keeping up to date with current thinking and future developments in the areas of safeguarding and child protection		✓	