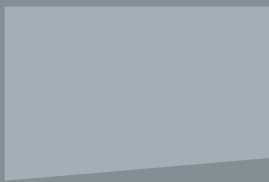
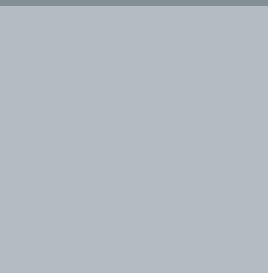
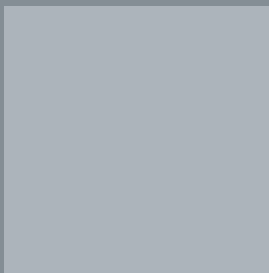




HABERDASHERS' ASKE'S
CRAYFORD
ACADEMY

2017-18
SAFEGUARDING AND
WELFARE OFFICER
RECRUITMENT
PACKAGE



AN ALL THROUGH
3 - 18 ACADEMY

www.haaf.org.uk



From the Principal

Dear Candidate

Thank you for your interest in the post of Safeguarding and Welfare Officer. This is an exciting opportunity for a knowledgeable and experienced practitioner to embark on a highly important role at Crayford Academy, working with us to safeguard our pupils and their wellbeing, under the direction of our Vice Principal, Pupils and outcomes.

Haberdashers' Aske's Crayford Academy is a large all-through school of over 1600 children that takes pride in getting to know pupils and parents; working in partnership to get the best possible academic results for children and providing an education for character that is synonymous with the Haberdashers' ethos. Our school opened in 2009, and our facilities for learning and recreation are first class, purpose built and safe. We provide targeted support and a broad education to enable each and every one of our students to reach their full potential and to grow into well-rounded members of our community. We Offer education across all key stages which has consistently been judged 'Good' by Ofsted, most recently in December 2014.

Facilities at the school are first class, from the building itself to the resources which support the delivery of a broad curriculum including an extremely popular and well maintained Learning Resource Centre. Our playing fields, gymnasium, drama theatre and ICT facilities all contribute to ensuring we deliver an education for character, a feature of all Haberdashers' schools that is part of our DNA. Haberdashers' Aske's Crayford Academy is 30 minutes from London Bridge by train and the school's proximity to the capital is a strong factor in enabling teachers to enhance the cultural experience for our pupils through enrichment activities.

The Federation currently comprises three all-through schools and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Mr Richard Farrow
Principal
Haberdashers' Aske's Crayford Academy



About the Federation

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

“We are forward-looking and value innovation within the context of our long tradition of providing excellent education.”

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



Role Description

Safeguarding and Welfare Officer

At Haberdashers' Aske's Crayford Academy, we are committed to ensuring that all pupils in our care feel safe and are supported through any difficulties that they may be experiencing, both inside and outside of school. As a member of our Inclusion team, the post-holder will play a crucial role in safeguarding our pupils in ensuring that, where there are concerns regarding a pupil's wellbeing, the appropriate action is taken. This will involve working alongside pupils and their families, as well as colleagues in school and professionals from external agencies.

The candidate will need to;

- Have demonstrable knowledge of the principles involved in giving advice to children/young people including the place of confidentiality
- Have experience of working with children including work within child protection and multi agency liaison
- Have experience of working effectively with vulnerable children/young people in either education, social work, youth work or another related area.
- Have extensive experience in working effectively with the parents/carers of children/young people
- Be able to produce concise and complex reports
- Be able to record and produce minutes from safeguarding meetings
- Be able to motivate children/young people by establishing empathic and supportive working relationships
- Be able to work on one's own initiative, balance priorities and organise a work schedule
- Have a full clean UK driving licence and access to a car



Key Responsibilities

Key responsibilities

- To work alongside the Designated Safeguarding Lead
- To work closely with the school Inclusion team to ensure that pupils whose wellbeing is at risk are appropriately identified and supported.
- To implement Haberdashers' Aske's Federation/ DFE child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To initiate and refer pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within Haberdashers' Aske's Crayford Academy.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the academy.
- Attend and participate in Child Protection conferences, core group meetings and other meetings, working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- To support the care of children where their living arrangements are at risk of breakdown
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Haberdashers' Aske's Crayford Academy from planning and interventions meetings are successfully carried out and monitored
- To work with the statition, to collate and produce statistical information with regards to safeguarding and pupil groups.
- To work with identified pupil premium group pupils and their families to narrow the attainment gap.
- To plan and assist on safeguarding training within school.



Key Responsibilities

General Responsibilities

- Promote the principle of equal opportunities in the school.
- Promote the single Federation ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or CEO.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any safeguarding concerns in accordance with the Federation's safeguarding policies.

Person Specification

Criteria	Essen- tial	Desir- able	How identified and assessed*
Education/qualification and training			
Good standard of education to include English and Maths at GCSE (or equivalent) a Grade C or better	✓		AP,R
A relevant qualification related to social care and/or youth work	✓		AP,R,I
Experience/Skills			
Good IT Skills - ability to use word processing packages and the internet		✓	AP,I, AS
Ability to maintain student records and write other short reports as required.	✓		AP,I, R
Ability to record and produce minutes from safeguarding meetings.	✓		AP,I, R,AS
Ability to work on one's own initiative, balance competing priorities and organise a work schedule.	✓		AP,AS,I,R
Ability to motivate children/young people by establishing empathic and supportive working relationships	✓		AP,AS,I,R
Ability to work as part of a team to reach agreed targets and out-comes for children/young people.	✓		AP,I, R
Experience of working with children including work within Child Protection and Multi Agency liaison.	✓		AP,I,R
Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work.	✓		AP, R
Extensive experience of working effectively with the parents /carers of children / young people.	✓		AP, I
Some experience of working effectively with a range of profession-als to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency.	✓		AP,I,R
Experience of working in a multi-agency environment.		✓	AP,I,R
Specialist Knowledge			
Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality	✓		AP,I,R, AS

* AP: application, AS: assessment, I: interview, P: presentation; R: references

Person Specification

Criteria	Essential	Desirable	How identified and assessed*
Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work	✓		AP,R
Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families	✓		AP, I, R
Ability to summarise clearly and concisely and articulate concepts and proposals	✓		AS
Ability to produce concise and complex reports	✓		AP, AS
To be able to evaluate theoretical research based information		✓	AP
An understanding of ECAF and the 'Early Help' process.		✓	AP
Knowledge of Schools Information Systems (SIMS).		✓	AP
Other requirements			
Ability to work flexibly and attend evening and early morning meetings	✓		AP,I,R
Self-motivated and able to prioritise a demanding workload.	✓		AP,I,R
To be professionally assertive and clear thinking, able to negotiate.		✓	AP,I,R
To be able to operate as part of a team.	✓		AP,I,R
Smart appearance with the ability to communicate with staff, pupils, parents and outside agencies with a polite, professional manner and to work under pressure.	✓		AP,I
Flexible and have excellent communication and organisational skills.	✓		AP,I
A full valid driving licence and the use of a car	✓		AP



Additional Recruitment Information

Recruitment Schedule

- Closing date: 11th December 2017, 12 Noon
- Interview date: To be confirmed after review of applications

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the Academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



Additional Recruitment Information

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordshr@haaf.org.uk and where practical we will support your request.

Visiting the Academy

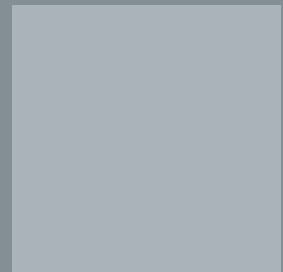
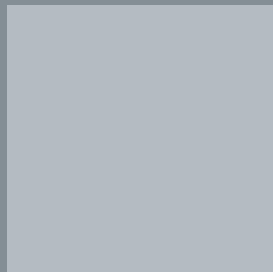
If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



HABERDASHERS' ASKE'S

CRAYFORD ACADEMY

AN ALL THROUGH 3 - 18 ACADEMY



Crayford Academy
Crayford, Kent DA1 4RS

Tel: 01322 402 180
Email: creception@haaf.org.uk

www.haaf.org.uk