



SAFEGUARDING MANAGER

City of Derby Academy

Permanent

52 weeks per year

37 hours per week

S01 Pay scale £30,151 - £32,020 FTE

*Do you want to genuinely make a difference to young peoples' lives?
Do you want to join a friendly, supportive team of staff who pride themselves on working together to support our students?
Do you want to make an impact in an improving school with exciting times ahead?*

QEGSMAT are seeking to appoint an enthusiastic **Safeguarding Manager** to join our hardworking team at City of Derby Academy.

We serve a very diverse community with over 30 home languages. The school's vision is "improving the life chances of all students". We aim to achieve this through a broad, balanced and ambitious curriculum that enables students to achieve the best academic, technical and vocational outcomes possible. Moreover, we continually strive to develop our students' character through our core values of *Respectful, Responsible and Ready to Achieve* which underpin everything we do, every day.

City of Derby Academy is also a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities provide the successful formula for this.

At QEGSMAT we believe and promote that an exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and
- Unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4%.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- A location which has excellent transport links.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications:	10th July 2023
Interview date:	TBC
Salary:	S01 Pay scale £30,151 - £32,020 FTE
Start date:	September 2023



JOB DESCRIPTION

- Post Title:** Safeguarding Manager
- Responsible to:** Headteacher / Designated Safeguarding Lead (DSL)
- Scale:** S01 Pay scale £30,151 - £32,020 FTE
- Weeks Per Annum:** 52 weeks
- Level of Disclosure:** Child Workforce – Enhanced including Child Barred List

Post Objective

To lead a team of Designated Safeguarding Leaders and staff and ensure that all safeguarding policies, procedures and statutory requirements are implemented and/or met effectively.

Main responsibilities

- Ensure the academy has a culture of safeguarding and is making effective arrangements to:
 - Always act in the best interest of students to protect them online and offline;
 - Lead on effective systems to identify students who may need early help;
 - Secure the help that students need using internal systems and external agency referrals;
 - Meet legal and statutory requirements and maintain the academy's Ofsted 'effective' status;
- Work in collaboration with the Trust and other agencies to ensure best practice;
- Lead and support the safeguarding team, including DSL and Deputy DSLs and relevant support staff;
- Liaise with other relevant support staff e.g. EWO and Family Support Worker (FSW) where appropriate;
- Ensure the school meets its statutory requirements in respect to relevant training / CPD;
- Ensure effective systems are embedded to refer, track and evaluate the safeguarding and wellbeing of the students;

- Ensure all students that have been identified as in need of external service involvement receive appropriate support;
- Work with the staff responsible for primary liaison to ensure the effective transition of Year 6 students that have external service involvement;
- Work with staff responsible for the pastoral curriculum to ensure support and preventative initiatives are in place e.g. assemblies and events linked to areas of need within our community.

Specific Responsibilities

- Act as a Deputy Designated Safeguarding Lead for the organisation;
- Ensure all safeguarding and child protection policies, procedures and statutory requirements, including staff training, are implemented and met effectively;
- Act as the academy's safeguarding point of contact for external agencies during term time, at weekends, and during school holidays;
- Act as the academy's point of contact for and liaise sensitively with parents and carers in relation to safeguarding issues;
- Make referrals to social care, police and other relevant agencies where necessary;
- Represent the academy at CP/CIN/TAF meetings, reviews, conferences, etc. during term time and school holidays as required;
- Provide appropriate guidance and support to colleagues attending CP/CIN/TAF meetings, reviews, conferences, and with the completion of EHAs etc.
- Organise and carry out home visits as appropriate;
- Meet with families in school as appropriate;
- Identify other agencies and support services to be accessed to enable appropriate learning opportunities to be provided for students;
- Liaise with the FSW/EWO to monitor attendance of vulnerable students to identify students requiring support and coordinate that support;
- Liaise and collaborate with DSLs from feeder schools to ensure the effective transition of students from Year 6 into Year 7;
- Provide 1:1 support to students as appropriate;
- Ensure safeguarding concerns raised by staff are accurately recorded and dealt with promptly;
- Maintain accurate and organised records and evidence, including chronologies and case notes as required;
- Produce regular safeguarding reports and audits for the SLT, the local governing body, the Trust and the local Safeguarding Children Board as appropriate;
- Provide regular safeguarding updates to staff on a 'need-to-know' basis;
- Provide regular updates to the Headteacher / DSL on the progression of any safeguarding cases as appropriate;

- Attend relevant training organised by the Derby and Derbyshire Safeguarding Children Partnership and other organisations;
- Provide safeguarding advice, guidance, updates, support and expertise to staff and students;
- Liaise with the Headteacher/DSL/HR to ensure that the Single Central Record and all Safeguarding and Child Protection staff training is up to date;
- Coordinate a programme of refresher staff training as appropriate;
- Deliver safeguarding training to academy staff as appropriate;
- Review academy safeguarding procedures, systems and practices and suggest amendments as necessary;
- Support the SLT, DSL and Pastoral Teams in monitoring incidents, including prejudice-related behaviours, peer-on-peer abuse and online safety, to identify emerging safeguarding issues and trends;
- Work collaboratively with the SLT, DSL, Pastoral Teams, FSW and the Trust to plan, deliver and review interventions to address emerging issues and trends and/or improve outcomes for vulnerable students;
- Undertake any other tasks reasonably required by the Headteacher.



PERSON SPECIFICATION: Safeguarding Manager

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 Qualification. • Designated Child Protection Person training. • Level 2 Child protection Training 	Qualification in education e.g. PGCE
EXPERIENCE	<ul style="list-style-type: none"> • Supporting young people for whom there is safeguarding concerns or who are involved with external services. • Working with other agencies that support young people and their families. • Working with and leading teams of people. • Record keeping and report writing. • Experience, knowledge and understanding of safeguarding procedures in schools. • Experience of the Early Help referral process. • Relevant experience with Child Protection. 	<ul style="list-style-type: none"> • Relevant safeguarding • responsibility within Education or Local authority • Experience with CPOMS • Experience with Go4Schools • Line management experience
SKILLS	<ul style="list-style-type: none"> • Proficient ICT skills. • Excellent organisational skills. • Ability to meet deadlines. • Ability to chair meetings. • Suitability to work with children and young people and their families. • Ability to manage people and hold them to account. • Ability to work empathetically and positively with young people and adults, demonstrating resilience and persistence. • Ability to effectively communicate, build and maintain positive working relationships with students, staff, families and external agencies. • Have the credibility to represent the Headteacher of the school when working with other agencies. • To be able to work in volatile and emotionally challenging situations. 	<ul style="list-style-type: none"> • Relevant CPD; • Counselling, mentoring, etc.
KNOWLEDGE	<ul style="list-style-type: none"> • Child Protection Policies/Procedures, Early Help procedure and Integrated Working Model, KCSIE, Special Education Needs (Code of Practice). • Issues in secondary education. 	<ul style="list-style-type: none"> • Understanding of OFSTED requirements. • Derby City Children's Services and relevant external agencies.