



Bideford College

Part of the Launceston College Multi Academy Trust



Applicant Pack

Safeguarding & Student Wellbeing Officer

Job Title: Safeguarding & Student Wellbeing Officer	Start date: September 2022
School base: Bideford College	Contract type: 37 hours, term time only
Closing Date: Monday 15 th August 2022, 9am	Salary: Grade C, £9.90 - £10.87, actual salary £13,876.52 - £15,243.17 (£19,099 - £20,980 FTE) This may be negotiable for the right candidate.
Interviews on: Wednesday 24 th August 2022	Contract term: Permanent

Our Trust

Bideford College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Egloskerry Primary, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.



We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.

Our College

Bideford College is a large 11 – 18 secondary school on the North Devon coast. It aims to ensure that all students, regardless of socio-economic background can successfully move on to their next step in education or employment with the skills and qualifications they need. We do this through a broad and balanced curriculum and co-curricular offer which enables students to develop resilience, knowledge and contribute positively to the local and global community. We are committed to driving up standards, insisting on high expectations and raising the aspirations of our students.



We are proud of the broad and balanced curriculum that we offer our students in both the main school and in the sixth form. It offers the potential to develop a range of academic and vocational skills that prepares young people for careers in the 21st century. This is underpinned by a wealth of extra-curricular opportunities that nurtures the development of sporting, artistic and technical talents that sees our students succeed at a local, national and international level.

Bideford College is a caring community and we are proud of the inclusive school climate that has been created through the positive relationships developed between students and staff. We want our students to feel safe in the learning culture that exists in the classrooms of the college.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Safeguarding and Student Wellbeing Officer**.

Main Purpose of Job:

- Provide comprehensive and confidential co-leadership with the Designated Safeguarding Lead (DSL) on Child Protection, general safeguarding and mid-term admission procedures. In addition, the post holder provides Safeguarding support for the member of staff responsible for transition from key Stage 2 to Key Stage 3.
- To improve the Safeguarding provision for young people within the college context and help ensure that all vulnerable students are provided with a full and appropriate level of support and that all appropriate legal requirements are met for young people with Child protection Plans and for Children in Need.
- This role provides a front-line service in terms of direct contact and support for young people and their families within the college context and through contact and liaison with other appropriate agencies, under the guidance of the DSL within the college.

Duties and Responsibilities:

- Complete the documentation for disclosures relating to child protection and safeguarding issues from both students and staff
- Following a disclosure, carry out agreed action in line with the College's safeguarding policy and liaise with the DSL as appropriate
- Establish constructive relationships and communicating with other agencies and professionals to support students / parents and carers
- Provide support for young people following a disclosure and be present if required at interviews with Police and Social Services
- Support students with child protection and safeguarding issues within the college's set procedures
- Attend child protection meetings
- Attend Core Group meetings for students with child protection plans, representing the college to agree pupil progress and review plans and reporting back to the DSL as appropriate
- Lead on and prepare appropriate reports for statutory meetings, including core review meetings, child in need and child protection multi-agency
- Ensure all relevant information relating to safeguarding and child protection issues is captured, accurately recorded and stored in line with the college's procedures and best practice
- Contribute to child protection /safeguarding training for staff, trainees and volunteers at the college
- Produce training documentation and resources for staff which will be updated regularly in line with best practice

- Provide advice to staff relating to Safeguarding procedures for specific young people and share any appropriate confidential information on a "need to know" basis in line with the College's safeguarding policy. In addition to provide individual support to colleagues with whom confidential information is shared.
- Lead on and be responsible for maintaining accurate and up to date safeguarding chronologies through maintaining and monitoring use of CPOMs. Informing ALT, Heads of house (HOHS) and tutors of high risk students when required.
- Maintain a safeguarding tracking document to be shared with key staff.
- Provide administrative support to the DSL on safeguarding related matter
- Take on an operational role with regard to safeguarding and child protection and to update the DSL of any relevant concerns. In most cases to lead on decision making and, in some cases, to discuss an appropriate course of action with DSL
- Produce safeguarding documentation such as information leaflets and safeguarding guidance procedures in line with best practice
- Support the DSL in updating 'Ofsted ready' documentation.
- Provide data for termly Safeguarding report to Governors.
- Support additional team members (through shadowing) to ensure appropriate guidance/support and training within safeguarding
- Responsible for making appropriate decisions re their involvement with safeguarding incidents
- Responsible for maintaining and updating all safeguarding registers such as: CIN / CP
- Assist the member of staff responsible for transition from Key Stage 2 to Key Stage 3: to ensure that all safeguarding information is collected from primary colleges prior to transition
- Participate in the Year 6 Transition visits re safeguarding issues
- Lead on and be responsible for all safeguarding information through the transition process, to meet with other safeguarding officers at primary colleges to ensure a smooth, safe and accurate hand over of all safeguarding / welfare matters and ensure all information is shared with SENDCO and HOHS
- Identify with the SENDCO Year 5 and Year 6, vulnerable students and to collate data with a view to putting strategies in place to prevent escalation of behaviour/welfare concerns in Year 7.
- Review the procedures involved in the transfer of students to the college at mid-term with regard to the transfer of safeguarding issues.
- Liaise with appropriate officers in the Local Authority prior to transfers
- Liaise with parents to arrange an initial pre-integration meeting if required.
- Attend the pre-integration meeting with the appropriate DSL/HOL.

- Liaise with the student's previous school to obtain information on safeguarding and welfare.
- Arrange and attend subsequent review meetings with appropriate colleagues if the student has clearly identified safeguarding needs.

Person Specification:

Attribute	Essential	Desirable
Management	Report and account to line manager as appropriate	An awareness of management structures and areas of responsibility in colleges and relevant outside agencies
Experience	Experience within the field of education, social services/welfare or the Police	Knowledge of the social and emotional factors that affect a child's capacity to learn Experience of working with vulnerable young people in a safeguarding/child protection environment
Practical Skills	Relate to young people in an empathetic manner	Work flexibly and manage own time to best effect Prioritise workloads and work to deadlines The ability to remain calm and react appropriately when under pressure
Communication	Communicate effectively face to face, by telephone or in writing with young people, parents, college staff at all levels and relevant professional from outside agencies. Deal with difficult situations and/or individuals in a calm, fair but effective manner Develop a rapport with young people and their parents/carers Work as part of a team and use their own initiative when required	Write accurate and detailed reports of disclosures, meetings and for other purposes related to the job Influence others managing discussions effectively to ensure desired actions are achieved.
Personal Qualities	Persistence Resilience	Experience and understanding of children and young people

	<p>Empathy</p> <p>Maintaining confidentiality</p> <p>The ability to cope with highly charged emotional situations in a calm, relaxed and professional manner</p>	within the contexts of family and education
Strategic Thinking	Ability to suggest ways of improving Safeguarding provision within the College within National Guidelines and legislation	
Technology/IT	The ability to use IT for report writing, record keeping and other tasks related to the job	
Education and Training	<p>Undertake any relevant training to Level 3 Safeguarding standard</p> <p>Undertake First Aid training to the required level</p>	Familiarity and the ability to use fully the SIMS and CPOM's system to support relevant tasks
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	

To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy 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. All posts are subject to DBS clearance and appropriate pre-employment checks.