



Application Pack

ACADEMY: Manor Drive Secondary Academy

ROLE: Safeguarding Link

START DATE: December 2024

SALARY: Grade 7 Point 12
Actual Salary: £18,803

HOURS: Monday to Thursday 8.30am-4.00pm
Friday 8.30am – 12.35pm
50 mins lunch unpaid
Term time plus 5 days

CLOSING DATE: Monday 04 November 2024



**11-16 Non-selective, all ability
Secondary School**

**Academy Roll:
450 (Year 7, 8 and 9) growing
to 720 by 2028**

**Headteacher:
Mrs J Sludds**





Contents

| Page | Item |
|------|--------------------------------------|
| 3 | Four Cs Academy Trust |
| 4 | Message from the Chair of Governors |
| 5 | Message from the Headteacher |
| 6 | Staff benefits and wellbeing |
| 7 | Role advertisement |
| 8 | Person specification |
| 9 | Job description |
| 10 | The selection process – How to apply |





Four Cs Academy Trust

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit www.fourcsmat.org.uk





Message from Chair of Governors

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds
CHAIR OF GOVERNORS





Message from Headteacher

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnoble@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely






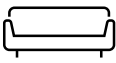



Jo Sludds
HEADTEACHER





Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

| | |
|---|---|
|  | All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device. |
|  | Staff gym with new facilities is available to all staff. |
|  | Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance. |
|  | Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes. |
|  | Multiple staff rooms around the building. |
|  | Free car parking on site. |
|  | Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events. |



Safeguarding Link

The Manor Drive Secondary Academy is a brand new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are looking to appoint a caring, creative, proactive and enthusiastic Safeguarding Link to support our Senior Team and Pastoral Team.

It is desirable that candidates have appropriate training, qualifications and experience, however, training will be provided for the successful applicant.

What we can offer you:

- The rare and exciting opportunity to work in a new, growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym

Full details and how to apply can be found on the school website www.manordrivesecondary.org.uk We welcome questions from prospective applicants, please contact, Penny Noble by email: pnoble@manordrivesecondary.org.uk We reserve the right to close the job advert early should we receive a high number of applications.

Closing date for applications is noon on Monday 4 November 2024

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



Person Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

Qualifications and Training

| | | |
|---|---|---|
| E | Grade 5 or above (or equivalent) at GCSE in Maths and English | A |
| D | 5 of more GCSE's (or equivalent) at grade 5 or above | A |
| D | Designated Safeguarding Lead (DL) Training | A |

Experience

| | | |
|---|---|---------|
| E | Experience with working with children or young adults | A |
| E | Experience of dealing with parents | A |
| E | Ability to react to situations appropriately and follow procedures | A, I |
| D | Interest in developing positive relationships | A, I |
| D | Previous pastoral work | A, I, R |
| D | Previous work in a school | A, I, R |
| D | Experience of working with external agencies that support young people | A, I |
| D | Experience of logging and monitoring on safeguarding platforms (e.g. CPOMS) | A, I |

Skills

| | | |
|---|--|---------|
| E | The ability to build and maintain relationships with the whole school community | A, I |
| E | Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality | A, I, R |
| E | Ability to work under pressure and meet deadlines whilst still being polite and reasonable | A, I |
| E | Ability to meet with Pastoral Lead and Safeguarding Leads | A, I |
| E | Ability to work as part of a team and demonstrate initiative | A, I |
| E | Strong listening skills and the ability to deal with sensitive situations with integrity | A, I, R |
| D | Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people | A, I |
| D | Mentoring/counselling | A, I |

Disposition

| | | |
|---|---|---------|
| E | Enthusiasm, warmth and patience | I |
| E | Flexible team player with a sense of humour | I |
| E | Enjoys a challenge | I |
| E | Ability to remain calm under pressure | I |
| E | Anti discriminatory and aware of prejudice | A, I, R |
| E | Committed to the ethos of the school | I |



Job Description

| | |
|----------------|-----------------------|
| Job Title | Safeguarding Link |
| Responsible to | Assistant Headteacher |
| Budget | None |

Overall Responsibility

The Safeguarding Link will be the first point of contact for staff members for all Safeguarding concerns. They will be supported by and accountable to the Senior Team in leading and managing safeguarding and child protection practice, and ensuring the safeguarding and welfare of all students in the school. They will coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. They will work with the Senior Team in developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary.

The Safeguarding Link will:

- respond in a timely manner to safeguarding concerns to ensure students are kept safe from harm.
- pro-actively work with parents/carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- work with class teachers, the pastoral team and other agencies to secure good outcomes for children and families, especially those students who are deemed vulnerable including those with a formal plan.
- Report to the Senior Team on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.

Section 1: Main Duties

- Implement MDSA child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- To oversee and monitor the Academy safeguarding logs (CPOMs) and respond in line with Designated Safeguarding Lead role/KCSIE requirements.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable pupils' welfare.
- Initiate and refer pupils to outside agencies and co-ordinate referrals.
- Liaise with school staff in initiating multi-agency referrals for pupils.
- Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate
- Collate and produce statistical and other information for Governors and the Local Safeguarding Children's Board with regards to safeguarding and child protection.
- Support the Senior Team in the planning and delivering of safeguarding training within the school including induction and refresher training.
- Attend and participate in Child in Need meetings, Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required
- Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
- Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.



Job Description

| | |
|----------------|-----------------------|
| Job Title | Safeguarding Link |
| Responsible to | Assistant Headteacher |
| Budget | None |

Section 2: Additional Duties

Pastoral Support

- To contribute to the administration and record keeping of the school's pastoral systems.
- To contact parents as required.
- To monitor the progress of students on report.
- To act as learning mentor for identified students.
- To staff the Isolation Room on a rota basis.
- To support with the On-call system on a rota basis.

Health and Safety

- Undergo Basic First Aid and Child Protection training and update courses.
- 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 employer on all issues to do with Health, Safety and Welfare.
- Complete Designated Safeguarding Lead or Refresher Designated Safeguarding Lead training

Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.
-

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties.

Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.



The Selection Process

Applicants are required to submit a letter of application and complete a 'Support' Application Form.

When completing your application please note the following important points:

- Letters of application should be no more than 1 side of A4.
- Letters should address the criteria identified in the person specification.
- The application form must be completed clearly and in full, handwritten or typed is acceptable.
- We are unable to process any applications stating "see CV".
- The declaration on the application form must be signed.
- Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email pnoble@manordrivesecondary.org.uk
- Completed applications must be emailed to pnoble@manordrivesecondary.org.uk
- Originals must also be posted to the following address. Mrs J Sludds - Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP
- **Closing Date for Applications: noon on Monday 4 November 2024.**
- Please note that due to the high cost of postage we are unable to reply to all applicants.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.