

# Secondary Recruitment Pack

Weavers Academy

**Safeguarding and Well-Being Manager**

**(NJC Grade 7 Points 23-25 (£26,999 – £28,785) 41 weeks  
pro-rata £24,305 - £25,912.79)**



**WEAVERS  
ACADEMY**  
*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Safeguarding and Well-Being Manager.**

Working in partnership, Weavers Academy and the Trust have made much progress in recent years.

Underpinning our vision - *'striving for success by focusing on learning'* – the school has pursued a rigorous and continuous programme of educational improvement. As a result, curriculum planning, teaching strategies and assessment techniques have advanced and driven student progress. Work that the school has done to further improve behaviour and attendance has resulted in students becoming increasingly ambitious for their futures.

The role is vital to this in supporting students by ensuring their emotional well-being and safety.

Our unique Knowledge Connected approach teaches students to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have an impact on the world around them.

We were delighted to have been awarded a 'good' judgement from Ofsted in May 2017. However, we are not complacent and want to achieve much more for our students and to build on the school's strengths. We seek to appoint an ambitious, creative, committed and energetic colleague to be a key contributor to the achievement of this goal.

To ensure that our staff remain at the leading edge of educational thinking and practice we offer a wide range of professional development opportunities. In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops through school-to-school support.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: [www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

I look forward to receiving your application.

Yours sincerely

Vivien Swaida  
Principal

**“We seek to appoint an ambitious, creative, committed and energetic colleague”**

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employability skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT WEAVERS ACADEMY



**We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough.**

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the young people in our care.

## **Our on-site facilities include:**

- Sports fields
- Multi-Use Games Area marked up for netball and football;
- School hall with sound system and projector;
- Dance/Drama studio complete with sound system and mirrored wall;
- IT suites with state-of-the art technology;
- Interactive whiteboards in the majority of classrooms;
- Modern and open-plan library with wide range of reading materials



## **Summary of Weavers Academy's Progress Scores in 2017:**

- Progress 8 score: **+0.13**
- Attainment 8 score: **43.1**
- Pupils entering EBacc: **30%**
- Staying in Education or entering employment: **93%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Weavers-academy>

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# SAFEGUARDING AND WELL-BEING MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

39 weeks per year + 2 weeks, 37 hours

## LOCATION

Weavers Academy, Wellingborough

## SALARY

NJC Grade 7 Points 23-25 (£26,999-£28,785) pro-rata £24,305 - £25,912.79

## THE ROLE

To support the DSL, the Deputy DSLs and all staff in implementing the CP Policy and all other policies that lead to a safeguarding culture across the academy.

## REPORTING LINES

The post will report to the DSL.

## MAKING REFERRALS

- Refer cases of suspected abuse to social care or/and MASH.
- Support staff to undertake effective referrals to social care or/and MASH.
- Refer cases to the Channel programme where this is a radicalisation concern.
- Support staff to undertake effective referrals to the Channel programme.
- Refer cases to DBS under the direction of the DSL.
- Refer cases where a crime may have been committed to the police.
- Keep detailed and accurate written records of concerns and referrals in line with recording arrangements.
- Be the 'link manager' on the daily CPOMS duty desk, responsible for monitoring that staff are making appropriate decisions, particularly in regard to thresholds to ensure compliance and safe working practices.

## WORKING WITH STAFF AND OTHER AGENCIES

- Provide training and developmental support to ensure that all staff can access and understand the academy's CP policy and procedures.

- Provide training and developmental support to ensure that all staff can access and understand the academy's wider safeguarding policies including behaviour for learning, anti-bullying and physical restraint.
- Keep the DSL and relevant staff up-to-date on ongoing enquiries and investigations.
- Undertake student disciplinary investigations, gathering accounts from students and staff and balancing evidence judiciously.
- Produce behaviour risk assessments and monitor their implementation to ensure that they are effective.
- Liaise with case managers and the local authority's DO in all cases of child protection concerns.
- Liaise with relevant staff on matters of safety, safeguarding and when deciding whether to make a referral.
- Act as a source of support, advice and expertise for staff.
- Understand the assessment process for providing targeted early help and intervention.
- Attend and contribute to CP case conferences effectively when required to do so.
- Discuss ongoing cases and students at risk with the relevant staff and lead EHAs and other plans as and when required.
- Undertake relevant training as and when required to carry out the role effectively.
- To analyse safeguarding records when students transition to the school, utilising all information to plan and agree action to support the needs of all students.
- To analyse CP referrals and present emerging trends and patterns to the governor(s) with safeguarding responsibility.
- To work with the governing body to ensure that academy's CP policy is reviewed at the appropriate time.

## EDUCATION AND TRAINING

- Appropriate educational and professional qualifications and experience.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

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## **SCHOOL ETHOS AND COMMUNITY**

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- Work with parents and students to ensure that they have an understanding of the aims of the school, its policies and procedures and future direction.
- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

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## **KNOWLEDGE, SKILLS AND QUALITIES**

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- An in-depth understanding of the statutory provisions and legislation concerning safeguarding.
- Evidence of using analysing data, setting priorities and planning action to address emerging issues.
- The ability to develop a philosophy of high aspiration and expectation for every student including those with SEND and those disadvantaged.
- The ability to analyse performance and to articulate reasons behind successful achievement and poor performance.
- A commitment to doing everything possible to help young people to be successful, safe and emotionally well.

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## **PERSONAL QUALITIES**

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- Must be adaptable, flexible and change agile.
- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.
- Integrity, openness, energy and enthusiasm.

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## **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

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- Develop strong, positive relationships with Creative Education Trust colleagues; participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.