

Safeguarding Support Assistant

Closing Date: 21st February 2025

Early applications encouraged

This vacancy may close before the deadline

We are unable to offer visa sponsorship for this position



Application Pack

North Star Community Trust
Central Services
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Welcome to North Star Community Trust

Dear Applicant,

Thank you for your interest in joining our team!

At North Star Community Trust, at the core of everything we do is our people. We aim to shape the Trust for the future by investing in people and ensuring they thrive. Our strategy is focused on ensuring we have the right people with the right skills at the right time, working collaboratively to deliver our goals.

We are proud of the culture we've built across our Trust, which is rooted in collaboration, respect, and a relentless pursuit of excellence. We strive to create an environment where all our students can thrive and achieve their full potential. Our collective commitment to high standards and shared values has consistently driven positive outcomes, ensuring that our children not only excel academically but also develop personally and are genuinely happy. We also place great emphasis on the development and growth of our staff.

Whether you are a teacher, a senior leader, someone who provides food for the children, or part of our central service teams, every role within our Trust is immensely important. Each member of our team contributes to the success and well-being of our children, and we believe that everyone has a vital role to play in creating a nurturing and supportive environment.

Thanks to the hard work and dedication of our staff, we are thrilled to have been recognised as the Multi-Academy Trust of the Year for 2024—an incredible achievement for all of us.

If you join us, you'll be part of a team where every voice matters, and together, we will continue to make a real difference in the lives of our children.

Thank you for considering a role with us, and we look forward to the possibility of welcoming you to our Trust.

Marino Charalambous

Marino Charalambous
Chief Executive Officer

Multi Academy Trust of the Year 2024

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The Multi Academy Trust of the Year 2024 award recognises outstanding leadership, innovation and excellence in education. This prestigious honour celebrates a Trust that has demonstrated significant impact on student outcomes, fostering inclusive, high-quality learning environments across its schools, and driving transformative educational progress at a national level.

Awarded by the Confederation of School Trusts (CST)

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“

ECO - To summarise our mission, we use three words for everyone to remember on a daily basis: **Education**, **Community** and **Opportunity** (ECO). By being ‘Stronger Together’ in our educational quality, our parental and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.

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Help Us With Our Mission

North Star Community Trust is an educational charity that manages a family of four academies in North London. We have a Sixth Form, two nurseries and a Stay & Play facility. We are educating some 2,600 pupils from 2 years of age to 18. As partners in community, our vision is to help as many children as possible to succeed at school and in life. We believe that every single member of staff has a critical role to play in helping us to meet our mission.

Our Trust and Academies

Woodpecker Hall Academy – Edmonton

The Pearson National Teaching Awards ‘Primary School of the Year’ Silver Award 2024

Top 5% of results - Excellence in Reading

A vibrant, three-form entry primary academy, welcoming pupils from Nursery through to Year 6. We provide a nurturing and inclusive environment where every child is encouraged to thrive. Our dedicated staff are committed to delivering high-quality education, inspiring curiosity and a love of learning in every pupil.

“At Woodpecker Hall Academy, our strong sense of community is at the heart of everything we do. As part of a trust that values collaboration, our headteachers, staff and schools work together to serve and inspire the children who are at the heart of our communities.”

**Ms N Ross | Headteacher | Woodpecker Hall Academy
Trust Leader of Primary Education**

Kingfisher Hall Academy – Enfield

A two-form entry primary academy serving pupils from Nursery through to Year 6. We offer a supportive and engaging learning environment where every child is encouraged to reach their potential. Our passionate staff are dedicated to delivering a broad and balanced curriculum, fostering curiosity and confidence in all our pupils.

“We foster a warm, welcoming atmosphere where every child feels valued and supported. Our skilled team is dedicated to providing a rich and engaging curriculum, ensuring that each pupil reaches their full potential and develops a passion for lifelong learning.”

Miss G Vincent | Headteacher | Kingfisher Hall Academy

Enfield Heights Academy – Enfield

A one-form entry primary academy currently serving pupils from Reception through to Year 6. We pride ourselves on creating a close-knit, family-oriented environment where every child is known and valued. Our dedicated team is committed to providing an enriching educational experience, supporting each pupil’s growth and love for learning.

“We create a caring and inclusive space where all children are empowered to succeed. Our experienced staff are passionate about delivering an inspiring education that sparks curiosity, encourages growth, and nurtures a love for learning in every child.”

Mrs J Powrie | Headteacher | Enfield Heights Academy



Heron Hall Academy – Ponders End

TES Headteacher of the Year 2022

The Pearson National Teaching Awards ‘Secondary School of the Year’ Bronze Award 2021

A thriving secondary school, serving pupils from Years 7 through to 11. We are proud of our inclusive and dynamic learning environment, where every student is encouraged to excel academically and personally. Our dedicated teachers provide a broad, high-quality curriculum that prepares pupils for future success, instilling confidence and ambition in all.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose are clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

Mr A Barzey | Headteacher | Heron Hall Academy

North Star Community Trust – Central Teams - Edmonton

Our Central Teams provide expert support across all schools in the Trust, working collaboratively to ensure high standards and effective operations. We are committed to delivering a wide range of exceptional services in areas including Finance, HR, IT, Safeguarding, Facilities and Catering, as well as other key disciplines, are all aimed at supporting our academies in the most effective way possible. Our dedicated professionals play a crucial role in enhancing the educational experience for staff, pupils and families.

“We pride ourselves on offering tailored support to each academy, ensuring they have the resources and guidance needed to thrive. Our Central Services teams are integral to the Trust’s success, providing a seamless, efficient service that allows our schools to flourish.”

Marino Charalambous | Chief Executive Officer | North Star Community Trust

Our Benefits

NSCT Health Cash Plan

At NSCT, we are committed to the wellbeing of our employees. As part of our benefits package, we provide access to the Health Shield Health Cash Plan, a taxable benefit funded by the Trust at Level 1. This plan offers financial support for everyday healthcare expenses and a range of additional wellbeing services to help you and your family stay healthy. Through this scheme, employees can access the following services via the Digital Health App – Breeze:

- **Health Cash Plan** – Claim reimbursements on essential healthcare expenses, such as dental check-ups, fillings, eye tests, physiotherapy, prescriptions, and more, up to agreed limits.
- **GP Anytime** – 24/7 virtual GP appointments via mobile, tablet, or PC.
- **PERKS** – Exclusive discounts from major retailers like Tesco, ASDA, Sainsbury's, Argos, Alton Towers, Cineworld, EE, and many more.
- **Employee Assistance Programme (EAP)** – 24/7 support from qualified counsellors, with up to 8 face-to-face or video counselling sessions.
- **MyGymDiscounts** – Savings on memberships at over 3,600 gyms and digital fitness subscriptions.
- **SkinVision** – A smartphone app for early skin health detection and personalised recommendations.

Dependents up to the age of 21 (or 24 if in full-time education) can be added at no additional cost. Employees can also upgrade to Level 2 or Level 3 for enhanced benefits by paying an additional fee. Partners can also be added to the plan for an extra charge.

Subsidised canteen lunch offered

Pension Scheme

We offer access to the Local Government Pension Scheme (LGPS) for support staff and the Teacher Pension Scheme for teaching staff. These industry-leading schemes provide long-term financial stability, helping you plan for retirement with confidence. Your loved ones are protected with a generous 3x salary life insurance coverage while you're in active service, offering peace of mind for you and your family. We don't just offer a pension—we invest in your future. NSCT makes a generous contribution in addition to your own, ensuring your pension pot grows faster.

Continuous Professional Development

NSCT is dedicated to empowering professional growth through exceptional training and development programs. We offer a diverse portfolio of high-quality courses and qualifications, exclusive partnerships with leading institutions such as the prestigious Warwick University, and dynamic apprenticeship opportunities across multiple disciplines. Our commitment ensures that every member of our team has the tools, knowledge and support to excel and shape the future of education.

Flexible Working

We understand the importance of work-life balance and are committed to supporting our staff in managing both their personal and professional responsibilities. While we can't guarantee flexible working for every role, we're open to discussing how we can adapt working hours and conditions to meet individual needs, where possible. Our aim is to create a supportive environment where staff can excel professionally while maintaining a healthy balance.

Cycle2work Scheme

Once you've completed your probation period, you'll have the opportunity to join our Cycle2Work Scheme, which allows you to access a wide range of cycling equipment at a significantly reduced cost. The cost is deducted from your salary before tax and National Insurance. This means more savings for you, while promoting a healthier and more eco-friendly commute.

What Our People Say



Amy

“I am currently a Deputy Headteacher at Woodpecker Hall Academy. I first joined the trust as a trainee teacher, straight after finishing my degree. I embarked on my PGCE course with Buckingham University as part of the Graduate Teacher Programme, meaning that I trained alongside my class-based role.

I have always enjoyed having a challenge, so I always looked for the next opportunity to progress in my career. Fortunately, there has always been an opportunity for me within the Trust, so I became a subject leader for various subjects, as well as a Year Group Leader.

In 2017, I applied for my first Senior Leadership position and became an Assistant Headteacher, before progressing to my current role as Deputy Head in 2023. Throughout this time, I have been given opportunities for further professional development, including studying for a master’s with Warwick and an NPQSL with the IOE. I thoroughly enjoy working here and giving back to our local community.”



Aidan

“I joined Heron Hall Academy in September 2018, straight after completing my A’ Levels in Physical Education (PE), Biology, and Art at an Enfield secondary school. Despite not enjoying school much, I persevered and passed all three A’ Levels. This experience fuels my passion for working in education, as I want to provide a positive experience for students and show them the benefits of hard work.

When a vacancy for an Apprentice Teaching Assistant at Heron Hall was advertised, I jumped at the opportunity and started in September 2018. North Star Community Trust has continuously supported my development. After completing my first apprenticeship in 2019, I became a PE Technician for two years. In 2021, I began a Degree Apprenticeship, which I will complete in the summer of 2024.

What I love most about working in education is the variety and the motivation I get from seeing students’ progress. The Trust, SLT, and my colleagues have been incredibly supportive throughout my training. I have now moved into an unqualified PE Teacher role, where I teach my own classes and plan and deliver the curriculum to secondary students. Once I complete my degree, I aim to obtain Qualified Teacher Status and become a Qualified PE Teacher at Heron Hall Academy.”

What Our People Say



Xavier

“My name is Xavier Cumberbatch, and I currently hold the position of Business Operations Officer at North Star Community Trust. Beginning as a Social Media and Marketing Assistant in 2019, my journey within the Trust has been dynamic. I’ve had the opportunity to explore various business roles, including a 12-month placement in our HR department, customer-facing roles in two of our school offices, collaboration with senior management in strategic planning teams, and involvement in health and safety compliance within the estates and facilities department. The degree apprenticeship has been a pivotal steppingstone, providing me with invaluable skills and insights essential for my professional growth. I am deeply appreciative of the Trust’s unwavering support, which has been instrumental in propelling my career forward.

Contributing to the Trust’s mission goes beyond mere employment; it’s a source of pride. Knowing that my contributions contribute to creating optimal learning environments for schools and students fills me with immense satisfaction.”



Troy

“I’m an Art Teacher and Deputy Head of Year 10 at Heron Hall Academy. My journey started at Cuckoo Hall Academy, where I worked as a Teaching Assistant, primarily with KS3 students. I supported higher-ability students with SATs and assisted SEN students with reading, writing, and creativity through art clubs. Outside of work, I pursued my passion for art, freelancing for private clients.

Transitioning to Heron Hall Academy, I took on a mixed role supporting both the SEN and Art Departments. Later, I assumed the role of an unqualified teacher, aiding Year 11 students with their Art GCSE alongside another art teacher. In 2018–2019, I pursued my PGCE at the University of Warwick, specializing in Art and Design. While training nationwide, I continued teaching at Heron Hall Academy, applying newfound pedagogy with the support of my mentors. Since obtaining my QTS, I’ve continued teaching art at Heron Hall Academy, taking on pastoral responsibilities and improving the art curriculum. In 2023, I became the Deputy Head of Year 10, working closely with the Head of Year. Additionally, I began teaching A-level art in the newly opened Sixth Form, attending targeted CPD sessions to enhance my KS5 teaching skills.”



Stronger Together

We look forward to receiving your application, and to hopefully welcome you to be part of our wonderful team at North Star Community Trust



Job Description

Job Title	Safeguarding Support Assistant
Reports to	Head of Safeguarding (Central Service Team)
Location	Travel to multiple sites within the Trust where required
Hours	30 hours per week – 9am to 3pm – Monday to Friday Term Time – 39 weeks
Contract Type	Permanent
Salary	NSCT Pay Range 22-25 (30,017- 32,139 FTE)
Holiday	For term-time support staff, holiday entitlement is included within the annual salary, and no additional paid leave is provided.

Job Purpose

An experienced detail-oriented administrative professional with a passion for supporting children and young people's safety. To work alongside a highly effective and dedicated Safeguarding team, where your contributions will make a real impact in a fast-paced and dynamic environment. As a Safeguarding Support Assistant, you'll play a pivotal role in ensuring the smooth operation of our safeguarding processes. Providing exceptional administrative support, including minute-taking for meetings and managing a variety of important safeguarding-related tasks. Your skills will be key in helping our team maintain a high level of service to students, parents, and staff.

Key Responsibilities

General Team Support:

- Provide efficient and accurate office and administrative support, including answering phone calls, recording enquiries, and managing diaries.
- Maintain and update safeguarding records as directed, ensuring compliance with relevant regulations and upholding confidentiality at all times.
- Collaborate with the safeguarding team to facilitate effective communication and ensure a smooth workflow in a fast-paced, high-pressure environment.
- Successfully manage multiple tasks and priorities, ensuring deadlines are met and high standards are maintained.

Support for Designated Safeguarding Leads:

- Maintain accurate and up-to-date records of safeguarding cases.
- Prepare agendas for meetings, and ensure accurate minute-taking and recording of actions for internal Safeguarding Case Management meetings.
- Record, manage, and analyse data to produce reports for various safeguarding needs.

Support for Lead Medical Officer:

- Provide administrative support and assist with the organization and delivery of partnership events as needed.

NSCT's Ethos

- Support the academy's objectives and contribute to the Trust ethos, vision, and values.
- Represent the Trust professionally within the community, acting as an ambassador.
- Engage staff, pupils and parents in Trust-wide campaigns or events.
- Work effectively as part of a team to achieve Trust objectives and strategic goals.
- Develop and maintain positive professional relationships with colleagues, parents and the local community.

Professional Development and Collaboration

- Participate in continuous professional development (CPD) and actively seek feedback to improve professional practice.
- Collaborate with colleagues across the Trust to share best practices and drive continuous improvement.
- Collaborate across the Trust on initiatives that contribute to overall development.
- Be adaptable to new educational practices, technologies, and strategies in response to the evolving needs of pupils and the Trust.
- Contribute to the academy's internal evaluation process and work with senior leadership to set and achieve professional development goals.

Safeguarding and Well-being

- Assist with internal and external audits, including Ofsted or other inspections, ensuring compliance with relevant regulations and contributing to the preparation of required documentation.
- Adhere to health and safety policies to maintain a safe and supportive environment for staff and pupils.
- Ensure adherence to all relevant policies and procedures, fostering a safe, inclusive and compliant environment for both pupils and staff.
- Ensure the safeguarding and welfare of all pupils and staff.
- Complete safeguarding and other role-related training as required.
- Be aware of and contribute to supporting the mental health and well-being of pupils and staff.

Diversity and Equal Opportunities

- Promote a culture of diversity, inclusion and equal opportunities, ensuring all practices are free from discrimination and harassment
- Promote and uphold British Values and the Prevent Duty.

Professional Commitments

- Exhibit professionalism both in manner and appearance, acting as a positive role model.
- Build strong relationships with the wider community to support the academy's and Trust's objectives.
- Engage in outreach programs that connect the academy with local stakeholders, fostering community support and collaboration.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level and grade that is not specified in this job description. Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

Job Specification

Qualifications (or equivalent qualification)	Essential	Desirable
Grade 4 (C) or above in GCSEs English, Maths	<input type="checkbox"/>	<input type="checkbox"/>
A levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree level	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Experience	Essential	Desirable
Previous administrative experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience working with external stakeholders /external facing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in Safeguarding in Education or a child protection background	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and Knowledge	Essential	Desirable
Understanding of safeguarding, child protection and health & safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of online safety and responsible use of digital tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in IT, including Microsoft Office and educational platforms for learning and assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of GDPR and data protection regulations in schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes	Essential	Desirable
Effective workload management, prioritisation, and deadline adherence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resilient under pressure, remaining calm and approachable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adaptable to changing demands in an educational setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong teamwork and collaboration with colleagues, pupils, and multi-agency teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High attention to detail and excellent organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong verbal and written communication with diverse stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patience, empathy, and resilience in challenging situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High integrity, professionalism, and punctuality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respectful of diverse backgrounds and needs of pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to reflective practice and continuous professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next Steps

Application

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date.

To apply please visit TES here: [Safeguarding Support Assistant, Enfield - Tes Jobs](#)

Submit your completed online application form along with a personal statement outlining how you meet the criteria in the Person Specification. These criteria will form the basis of the selection process.

Application Deadline: **Friday 21st February 2025 by 12.00pm**

Visit our website for further information on the Trust: <https://www.northstartrust.org.uk/>

Shortlisting

Shortlisted applicants will first be invited to participate in a formal interview.

References will be taken up after shortlisting and where permission has been granted. An online search will be conducted as part of our due diligence checks on shortlisted candidates.

Interview process

Candidates will also be asked to undertake a series of tasks and observations in line with the person specification and role. You will be provided with details upon invitation.

Feedback

Shortlisted candidates who unsuccessful post-interview will have the opportunity for professional feedback following the interviews.

Additional information

If you would like to arrange a visit to the Trust, please contact the HR team to make arrangements via telephone on **020 8443 0708** or email at hr@northstartrust.org.uk.

Safeguarding

We are fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. As part of our recruitment process, the successful candidate will be required to undergo enhanced clearance through the Disclosure and Barring Service (DBS) and any other checks relevant to their role, in line with safer recruitment practices.

Reasonable adjustments

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job holder will ensure that academy policies are reflected in all aspects of their work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children