



Deputy Designated Safeguarding Lead



Dear Candidate,

Thank you for your enquiry regarding the position of **Deputy Designated Safeguarding Officer** at Oasis Academy Enfield. We are part of Oasis Community Learning [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org) which runs over 50 academies across the UK. We need an enthusiastic and caring individual join our Safeguarding Team.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org). We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact Baljinder Dhutty, People Directorate Officer, on 01992 655 424 or [enfield.HR@oasisenfield.org](mailto:enfield.HR@oasisenfield.org)

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: [enfield.HR@oasisenfield.org](mailto:enfield.HR@oasisenfield.org)

Post: PD Officer  
Oasis Academy Enfield  
9 Kinetic Crescent,  
Innova Park,  
Mollison Avenue,  
Enfield, EN3 7XH

The closing deadline for applications is no later than **8am on Wednesday 20<sup>th</sup> January 2021**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Headteacher. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held on **Friday 22<sup>nd</sup> January 2021**. If you have not been invited to attend by **Thursday 21<sup>st</sup> January 2021**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Anthony Williams  
Principal

# About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 12 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 11 year history. In 2018, Ofsted confirmed that we continue to be a good academy.

*Academy leaders and staff share high expectations for all students*

*Students behave well, and treat each other and staff with respect*

*Safeguarding is a strength of the Academy, and staff are proactive at supporting the children to stay safe both in school and out*

*Students feel safe and happy in school. Parents support this view and are happy with the progress their children are making*

We provide students with high quality teaching, which not only enables them to make to the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

The Sixth Form works in partnership with Oasis Academy Hadley, just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies. We want all our students to gain the qualifications that enable them to move onto college, work, apprenticeships or university. Around 95% of our sixth form students progress to university with two thirds going to Russell Group and other leading universities following a wide range of courses from English, History to engineering, psychology and law.

We are committed to providing staff with high quality professional development. We hold regular middle leader training to develop the skills and knowledge needed in their current role or look towards the next step in their career.

The induction of new staff is important and we have a tailored programmes to meet individual needs. All new staff have an experienced mentor who will meet with them and support them as they settle into the Academy. In addition, NQTs also have an Induction Tutor who is responsible for supporting them in successfully completing their Induction year.

As part of the Oasis family of academies we benefit from wide range of opportunities to network with colleagues across the region and nationally through a variety of joint training and professional development opportunities. National Lead Practitioners offer advice and guidance and share resources through concerns and visits to the academy. The annual regional conference brings all the staff across London and the South East together to network and share best practice from across the region.

The Academy mainly serves the ethnically and economically diverse local communities of Enfield Lock and Enfield Island Village. A number of students travel from Ponders End, Edmonton and further afield to the Academy. The intake is mixed, some students live in the private housing close to the academy and others come from some of most deprived housing areas in the country. High numbers of students are eligible for pupil premium. There is a high proportion of students with English as an additional language (61%) with over 60 languages spoken. Turkish, Black Caribbean, Black African and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 50 academies each with their own character and identity and as one organisation are committed to share effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Enfield supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students make very good progress, within an Academy, which values them as individuals.



## About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)

# About the Safeguarding Team

This is an important role as you will work with the Joint Designated Safeguarding Lead (DSL) to ensure that Oasis policies and Keeping Children Safe in Education is embedded in Oasis Academy Enfield. With the DSL you will ensure that all aspects of our practice meet statutory requirements and that we put exemplary safeguarding of children at the heart of all we do.

As the Deputy Designated Safeguarding Lead you will lead a team of trained staff to ensure that all students are cared for in a safe and secure environment. You will receive referrals, delegate to Safeguarding Team, where appropriate, and ensure work is completed to the highest standard. In addition you will attend meetings with professionals, work with individual children and their families and keep the Principal and DSL updated on safeguarding cases.

This is an exciting time to join the academy and make a real difference to the lives of children in North East London. The strategic leadership team has developed new ways of working to ensure that all students are able to make exceptional progress and have the best possible opportunities. If wish to grow professionally with our Academies, are passionate about safeguarding children and ready for a new challenge then join us in developing an outstanding academy.



# Job Description

## Post:

Deputy Designated Safeguarding Lead

## Accountable to:

Joint Designated Safeguarding Lead, Executive Principal, Principal OAE

## Salary:

Starting range 12 -18 (Outer London)  
£22,078 – £24,573

## Key relationships:

Academy Leadership Teams; relevant teaching and support staff; Oasis Community Learning central staff; LA representatives; partner professionals; local community; other Oasis Academies.

## Location:

Oasis Academy Enfield

## Working pattern:

Part-time 37 hours x 40 weeks (term time, training days plus up to 5 days as directed, some flexible working will be required)

## Disclosure level:

Enhanced DBS

## JOB PURPOSE:

To support the Designated Safeguarding Lead in delivering safeguarding across Oasis Academy Enfield ensuring that Oasis policies are embedded and all aspects of our practice meet statutory requirements and a culture that puts exemplary safeguarding of children at the heart of all we do.

To be read in conjunction with 'Annex B – Role of the Designated Safeguarding Lead' in Keeping Children Safe in Education (2020)

## RESPONSIBILITIES:

- To take a lead role in the delivery of safeguarding and child protection across the Academy.
- To be a source of expert safeguarding advice within the academy and the first point of contact when significant issues arise;
  - To ensure safeguarding processes and practice are in line with legislative and organisational developments;
  - To contribute to the promotion of the general progress and well-being of students and staff within the Academy.

## DUTIES

### 1. *Strategic Development and Academy Development*

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's and the Hubs vision, values and aims and to abide by agreed professional behaviours and attitudes.

### 2. *Specific Duties*

#### *Policy:*

- Ensure that the safeguarding policies and related policies and procedures are followed.
- Keep up to date with legislative, policy and guidance developments in safeguarding.
- Contribute to the analyse safeguarding data and produce reports, and make recommendations to inform practice, processes and systems.

### *Practice:*

- Develop and maintain excellent working relationships across the academy, providing expert input and guidance to influence the development of Safeguarding practice.
- Act as a source of support, advice, and expertise to staff and volunteers across the academies.
- Act as a champion of the safeguarding policy and procedures by ensuring all staff/volunteers have access to, and are aware of their responsibility as well as how to implement the policy and procedures.
- Meet regularly with the Joint Designated Safeguarding Lead and the Principal to share key information on casework and on the Academy's approaches to safeguarding and child protection in general.
- Work with the attendance, inclusion and student wellbeing teams to support the safeguarding and wellbeing of students
- Advise on cases by considering the needs of the individual, ensuring that there is a child-centred approach rather than a purely policy driven focus.
- Refer to the local authority children's social care supporting staff who make referrals to local authority children's social care.
- Refer to the Channel programme where there is a radicalisation concern supporting staff who make referrals to the Channel programme.
- Attend multi-agency meetings.
- Provide information for and author Common Assessment Framework assessments as directed, and liaise with CAMHS regarding the support for children.
- Ensure that accurate and secure records are maintained using CPOMS
- Ensure the Executive Principal, Principals and Joint Deputy Safeguarding Lead are informed of all serious safeguarding issues on the day they arise.
- Take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- Advise and support the Safeguarding Teams, other members of staff on child welfare and child protection matters
- Liaise with relevant agencies such as the Local Authority Designated Officer and police.
- Work directly to the Joint Designated Safeguarding Lead.
- Delegate to Safeguarding Team members where appropriate and ensure work is completed to the highest standard.
- Attend relevant training/refresher courses and forums to reinforce and enhance safeguarding knowledge and practice and disseminate to colleagues.

### *Investigation:*

- Ensure that safeguarding incidents across the Academy are logged, and stored securely and that there is consistency across across both academies
- Participate in safeguarding investigations, working with relevant agencies and report to appropriate authorities.

*Other:*

- Take on a designated list of students for mentoring (training will be provided).
- Provide first aider (training will be provided) to students and staff as required.

Oasis is committed to safeguarding and promoting the welfare of children, and young people and vulnerable adults. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.  
with the relevant body and these objectives will be reviewed annually.

# Deputy Designated Safeguarding Officer Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at A*-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualifications</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Level 3 Safeguarding training or a willingness to complete</li> </ul>	
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Safeguarding experience as a member of a Safeguarding Team for 1-2 years</li> <li>Evidence of multi-agency partnership working</li> <li>An ability to effectively prioritise and plan for self, others and the organisation</li> <li>An ability to problem solve and think creative when dealing with complex issues.</li> <li>A knowledge of current and proposed policy and the legal framework within which academies and schools must operate in relation to safeguarding</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> <li>Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Ability to show initiative</li> <li>Good communication skills</li> <li>Ability to work effectively with a range of people</li> <li>Ability to prioritise work and deliver deadlines</li> <li>Ability to lead a team and work as part of a team</li> <li>Ability to reflect</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range of challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>	

## Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.