



Recruitment Pack

SAFEGUARDING OFFICER

APRIL 2025

NJC Grade 5, Points 12-17

37 hours per week, Term Time plus 1 week

Actual salary - £23565 to £26129

Apply via TES



Vision

To achieve academic excellence, develop character, and raise aspirations for all at **Castle Hall Academy**



**Academic
Excellence**



**Develop
Character**



**Raising
Aspirations**

Key Drivers



Heart

Developing a
strong moral
compass



Mind

Developing our
capacity to
think



Communication

Communicating with
people and cultures
outside of ourselves

Mission

To become an academy
‘where hearts and minds connect’



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Safeguarding Team is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Safeguarding Officer could be the job for you!



Paul Brook
Headteacher



Academic Excellence



Developing Character



Raising Aspiration

High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday



Academic Excellence



Developing Character



Raising Aspiration

Job Description

Post: Safeguarding Officer

Purpose

To be part of, and support, the Designated Safeguarding Lead (DSL) and safeguarding team with child protection and safeguarding procedures and to co-ordinate referrals to external agencies.

Duties and Responsibilities

- To support the DSL, and where possible lead on implementing Child Protection and safeguarding policies, procedures and guidance and to work directly with children in need, and their families, to prevent children suffering significant harm.
- To provide support and guidance to parents and co-ordinate planned support and interventions as part of agreed plans for children.
- Alongside the DSL, ensure that students at risk of harm, or in need are supported and any referrals are made through the appropriate local authority/local safeguarding board procedures.
- To liaise with staff, parents, other education institutions and multi-agency partners to support students' progress and overall development.
- To support the DSL with the maintenance of documentation on all cases of safeguarding and child protection - in line with Data Protection. Ensure reconciliation of unauthorised absences. Ensure CPOMS is maintained and up to date.
- Have an up to date knowledge of child protection and safeguarding processes and procedures and provide relevant advice, information and support to colleagues.
- To develop effective practice, processes and systems relating to safeguarding and Child Protection.
- To work with other staff and agencies who support students to ensure effective communication concerning student's wellbeing.
- To invoke and participate in Early Intervention Single Assessments, Child Protection Conferences and Planning and review meetings.
- Monitor attendance and punctuality levels for vulnerable pupils. Develop and implement improvement plans with students and the attendance team.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.



Academic Excellence



Developing Character



Raising Aspiration

Person Specification

Post: Safeguarding Officer

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and Mathematics. • DSL trained 	<ul style="list-style-type: none"> • Good honours degree • First Aid Qualification 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Working with young people • Working within a team • Support students with a range of specific learning needs 	<ul style="list-style-type: none"> • Working in a school with a similar context • Teaching or mentoring in a secondary school • Working in a similar role • Working with Mental Health concerns 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • High expectations which motivate and challenge students • Ability to construct successful relationships in order to manage behaviour • Commitment to safeguarding • Analytical thinker • Maintain accurate and up to date records • Microsoft Office, especially Excel, Outlook and Word • Maintain confidentiality at all times 	<ul style="list-style-type: none"> • Some understanding of how children learn • Safeguarding procedures • Use of data management systems eg Bromcom, CPOMS • Pupil Premium funding and proven strategies for raising attainment • Current educational policy 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Values-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training • Ability to think clearly and remain calm in emergency situation 	<ul style="list-style-type: none"> • Application • Interview • References





Richard Thorpe Avenue, Mirfield, West Yorkshire, WF14 9PH

T: 01924 520500 | E: office@castlehall.com



Academic Excellence



Developing Character



Raising Aspiration