

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Eckington School is an 11-18 comprehensive secondary school in North-East Derbyshire with more than 1200 students on roll, including 150 in the school's Sixth Form. In April 2023, Eckington School joined Chorus Education Trust, also welcoming a new Headteacher.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: www.eckington.net

Safeguarding Manager

Salary: Grade 7, SCP 27 to 31 - £35,745- £39,186

Permanent - 37 hours / 52 weeks

To start: As soon as possible

About this vacancy

We are seeking to appoint a dedicated, compassionate and student focused colleague to manage the Safeguarding and Wellbeing provision within our school. The successful candidate will support the emotional health and wellbeing of our students and provide Safeguarding intervention, ensuring our most vulnerable students feel safe and achieve within Eckington. Recent experience and relevant up to date Safeguarding training is essential.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Sharon Foster at: sfoster@chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: 11.59pm on 24th April 2024.

Interviews to be held: week beginning 29th April 2024.

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description

| | |
|---|--|
| Post title: | Safeguarding Manager (Eckington) |
| Profile: | LD4 |
| Grade: | G7 |
| Grade spinal point range: | SCP 27-31 |
| Accountable SLT post: | Deputy Head (Inclusion & Pastoral) |
| Line Manager of post holder (if different): | Assistant Head (Safeguarding) / DSL |
| Staff to be supervised or line managed by post holder: | EHWB Co-ordinators |
| Post holder will work with: | Students and other teaching and support staff, external agencies, the central team and other Trust safeguarding colleagues. |
| Holiday and sickness relief by/for: | By and for other relevant support staff. |
| Purpose of job: | To act as first point of contact for day to day safeguarding referrals. To Triage and allocate emotional wellbeing support. To provide accurate and timely updates to the DSL. To support the wider inclusion and safeguarding team. |
| | This post may work across the Trust schools. |
| Version revised: | November 2022 |

Job Description: duties

The post holder must at all times carry out their responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

To support the operational function of safeguarding and inclusion support within the school, ensuring policies are followed and accurate records are maintained, in addition to maximising student engagement, achievement and removing barriers to learning. Make appropriate referrals to external services, including social care. Duties will include, but not be limited to:

Safeguarding Responsibilities

- To lead on the day to day aspects of Safeguarding as specified in the latest 'Keeping Children Safe in Education' DFE guidance.
- As DSD lead (in absence of DSL) /support on child protection issues and safeguarding concerns.
- Support DSL in providing relevant and regular information about school safeguarding practices and child protection issues including FGM, Legal Highs, Extremism and Radicalisation, Eating Disorders, Criminal activity, abuse and neglect.
- Facilitating home/carer - school relationships including phone call, letters, meetings and where appropriate home visits.
- Monitor and report on the implementation of all plans drawn up by the safeguarding team.

Keep accurate safeguarding and pastoral records for each pupil, recording issues and actions, monitor incidents recorded by other staff members and report and update DSL and weekly SIP on patterns and trends, serious incidents and emerging needs.

- Attend, or co-ordinate the attendance of appropriate person, for safeguarding meetings at all levels.
- Attend and contribute to Strategy / MARAC Meetings.
- Be the named responder to Operation Encompass notifications.
- Contribute to an ethos of 'telling' within the school, building positive and open relationships which enable young people to disclose incidents of abuse.
- Liaise with Headteacher, Deputy Headteacher (Pastoral and Inclusion), DSL, Trust Director of Safeguarding and other relevant SLT members as appropriate as DSD.

- Liaise with other schools at key transition points to securely transfer safeguarding information, identify families who may need support and meet with them prior to their child starting/transferring to our school.

Pastoral Responsibilities

Promote the inclusion and acceptance of all pupils.

- Work jointly with the relevant Key Stage Leaders and Pastoral Managers in identifying and supporting vulnerable students and those with additional needs.
- Support the DSL in leading early identification, allocation of school-based mental health support including EMHP and internal early help.
- Signposting families to relevant services and making appropriately referrals via the appropriate referral pathway.
- Implement mediation strategies where relationships between students and or students and staff have broken down.
- Identify and support the provision of individual and group programmes, delivered by internal and external providers, for students.
- Contribute to the co-ordinated student level support via referral panel processes.
- Develop and enhance relationships between school and parents, external agencies and the wider community to share information and work in the best interests of the student.
- Ensure families are signposted to relevant services/agencies and making appropriate referrals to the relevant bodies in a timely manner.
- Represent the school with all outgoing Managed Move meetings, providing support documentation.
- Arrange meetings for and write FCAF's/or appropriate documentation as appropriate, referring to the required agencies as required.
- Be aware of own responsibility for personal Health and Safety and that of others who may be affected by their actions.

Alternative Provision

- Support quality assurance of the provision, under leadership of DSL and SENCO.
- Liaise with the attendance team to ensure the school is adhering to relevant current procedures.
- Undertake onsite visits to provide feedback and update appropriate stakeholders.

Children Looked After

- Contribute to the completion of all EPEPs within the required timescales.
- Attend CLA reviews and provide updates on individual students.

- Liaise with the attendance team regularly to ensure all CLA attend school consistently.

Other (role specific)

- Recognise own strengths and areas of expertise and use these to advise and support others with Safeguarding and Inclusion matters.

Support for the Trust / School (applies to all roles)

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.

Be aware of and support difference and ensure equal opportunities for all.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Contribute to the overall ethos/work/aims of the Trust/schools.

Participate in relevant training, other learning activities and performance management as required.

From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

Team responsibilities - All education support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Safeguarding Manager

| REQUIREMENTS | Essential | Desirable | Assessment method A = application I = interview R = reference |
|---|------------------|------------------|---|
| Knowledge, experience and skills | | | |
| Experience of child protection and safeguarding concerns. | ✓ | | A / I |
| Experience in student well-being and mental health. | ✓ | | A / I |
| Skills in building positive and open relationships with young people. | ✓ | | A / I |
| Knowledge of working with external stakeholders to support safeguarding and inclusion. | ✓ | | A / I |
| Experience working with CLA students. | | ✓ | A / I |
| Qualifications | | | |
| Excellent literacy/numeracy skills and standard of education – to include English and Maths at GCSE (or equivalent) at Grade C or above | ✓ | | A |
| Relevant Safeguarding Training (SCC) | ✓ | | A |
| Other skills | | | |
| Ability and willingness to undertake professional development. | ✓ | | A / I |
| Ability to use own initiative to work flexibly and respond positively to a range of situations | ✓ | | A / I |
| Ability to work effectively as part of a team. | ✓ | | A / I |
| Maintain strict confidentiality of information | ✓ | | A / I |

| Interpersonal skills | | | |
|---|---|--|--------------|
| Strong interpersonal skills with the ability to motivate others to ensure deadlines are met | ✓ | | A / I |
| Ability to foster good relations with a range of colleagues at all levels | ✓ | | A / I |
| Child protection | | | |
| A commitment to the responsibility of safeguarding and promoting the welfare of young people. | ✓ | | A / I |