

Safeguarding Officer

candidate information



WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy and thank you for considering applying for this position, this is a school dedicated to achieving the highest standards of teaching and learning and we need good teachers and good people in order to achieve our aim.



At OIEA, we pride ourselves on our calm and purposeful atmosphere around the academy, with high standards for every aspect of academy life. Detentions are centralised and staff workload is carefully considered, we realise and appreciate that staff are our greatest resource.

We live and breathe our core values of Courage, Ambition, Respect and Excellence. We are relentlessly positive and passionately care about the community that we serve. We are looking for candidates that embody these values and help to develop the culture we wish to see.

Ormiston Academies Trust (OAT) is the sponsor of Ormiston Ilkeston Enterprise Academy. OAT is a not for profit sponsor of both primary and secondary academies. Their vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. They are determined to become the Trust that makes the biggest difference. Find out more on the [Ormiston Academies Trust](#) website.

The academy is easily accessible to the M1 (J25-26) and the A50 link to the M6. The major city centres of Derby and Nottingham are only 15 minutes' drive and Leicester, Sheffield and Birmingham are all within 45 minutes travel time.

Ilkeston is also on the doorstep of Shipley Country Park and only a short distance from the Peak District National Park. The local area is an attractive and pleasant place to live, Ilkeston people are renowned for their warmth and humour – it is a close and friendly community in which to work and live, come and be part of our family.

Put simply, it's a great place to come and work! I look forward to receiving your application

Mr Simon Leach
Principal



SAFEGUARDING OFFICER

Required for 30th August 2024

SCALE: Grade 7, Pts 26 – 30

£34,834 to £38,223 (pro rata)

Actual Salary: £30,730 - £33,720

HOURS: 37 hours per week, 40 weeks per annum (term time + one week)
8 am – 4 pm (Monday – Thursday) 8 am – 3.30 pm (Friday)

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to the children, then this could be the role for you.

We are looking for an outstanding Safeguarding Officer to join this forward-thinking academy. We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and pastoral success. This is a fantastic opportunity to play a key role in influencing positive learning outcomes for our students.

This is an exciting time to be joining our Academy. Our latest building houses the English, science and modern foreign languages departments in state-of-the-art facilities. Our Academy is a vibrant and friendly place to teach, with 989 students currently on roll between 11-16 yrs.

Our new colleague will also benefit from being part of Ormiston Academies Trust, a MAT of 43 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

We offer a competitive package of benefits for our staff including:

- *A network of exceptional support staff, teachers, middle and senior leaders.*
- *A supportive and collaborative working environment.*
- *The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level)*
- *Vivup – lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme*

For an informal chat or to arrange a visit please contact Simon Leach, Principal, on 0115 9303724.

To apply, visit us online at <https://mynewterm.com/jobs/137109/EDV-2024-OIEA-14300>. Please note that CV's are not accepted.

Closing date: 10 am – Thursday 18th July 2024

Interviews to be held: Monday 22nd July 2024

SAFEGUARDING OFFICER



Job Description

SCALE: Scale 7 Pts 26-30
£34,834 - £38,223 pro-rata
£30,730 - £33,720 - actual salary

HOURS: 37 hours per week - 40 weeks per annum
8 am – 4 pm (Monday – Thursday) 8 am – 3.30 pm (Friday)
30 mins lunch break

RESPONSIBLE to: The Principal, delegated to the Assistant Principal: Welfare (Strategic Designated Safeguarding Lead), as the as designated line manager.

Duties and Responsibilities

1. To work in accordance with the aims and policies of the school.
2. To act as a joint 'Operational Safeguarding Officer' reporting to the strategic DSL.
3. To deputise for the DSL in their absence undertaking their roles and responsibilities.
4. To undertake relevant safeguarding training to an appropriate level.
5. To actively promote the safeguarding of students and staff in the academy.
6. To be 'on-call' during the academy day when required, to deal with relevant pupil issues and concerns.
7. To speak to children around safeguarding issues and provide support and help.
8. To make timely external referrals to a range of agencies, including Children Social Care, CAMHS and other voluntary organisations in order to appropriately safeguard and support children.
9. To maintain up to date, accurate, confidential records.
10. To co-ordinate organisation of Team Around Family meetings for students.
11. To instigate, coordinate, write and submit Early Help Assessments, in liaison with parents and carers and other pastoral staff
12. To attend a range of external meetings - including child protection conferences, core groups, child in need meetings, team around the family, - ensuring adherence to the guidelines and requirements for attending such meetings.
13. To attend internal safeguarding related meetings and advise regarding safeguarding matters.
14. To liaise with parents and other professionals as required.
15. To provide, collate and monitor regular, accurate and timely data on safeguarding and child protection incidents and outcomes.
16. To ensure student records for safeguarding are secured and stored appropriately at the end of each academic year.
17. To keep informed of current legislation, statutory and other guidance with regards to safeguarding, child protection, cascading the information accordingly.
18. To keep informed of current legislation, statutory and other guidance with regards to data protection and confidentiality.
19. To establish and maintain a working relationship with other local Safeguarding partners
20. To input into the design of safeguarding systems, policies and procedures.
21. To implement best practice in relation to safeguarding and the 'best interest of the child' principle.
22. To promote efficiency and effectiveness of the Pastoral Team.
23. To support the transition of new students into school particularly those that have been identified as vulnerable or needing wellbeing support
24. To carry out the task of the transfer of records between different educational settings, adhering to data transfer and protection guidelines as set out by national and local statutory bodies.
25. To maintain records for the completion of statutory staff training and reading of required material.
26. To assist the school in promoting the positive Mental Health of students.

Duties and Responsibilities – General

- To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with Academy/OAT policies
- To co-operate with the Academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Academy's Equal Opportunities policies.
- To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.
- To understand and comply with the Academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

DBS/SAFEGUARDING STATEMENT

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.d. and of the Right to Work in the UK, Proof of NI Number.



PERSON SPECIFICATION

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	Essential	Desirable
1. Professional Experience		
Experience of working in a school or similar environment		X
Experience of working with young people	X	
Experience of leading a Safeguarding team		X
Working knowledge and understanding of current and national issues in relation to Safeguarding and Child Protection	X	
Up to date knowledge and experience of Ofsted requirements for Safeguarding	X	
Experience of developing and delivering Safeguarding practices to other staff	X	
Ability to work as part of a team	X	
Able to collate and feedback information	X	
Knowledge of Management Information Systems		X
Experience of supervising a Pastoral Team, or similar		X
2. Qualifications		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
Evidence of continued professional development relevant to this role	X	
Safeguarding training to a management level	X	
3. Skills and Abilities		
Vision to develop the Safeguarding role within a high achieving school	X	
Ability to work with students, parents, external agencies and the wider community	X	
Ability to think strategically with imagination, vision, creativity and originality	X	
Flexible, able to work under pressure and meet deadlines	X	
Good communication skills both verbal and written	X	
Effective communicator and presenter	X	
Ability to produce accurate and precise data with outstanding record keeping skills	X	
Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively	X	
Can plan, organise and delegate effectively	X	
Possess excellent inter-personal skills	X	
Availability to work after and outside of normal school hours	X	



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