



LEARNING
ACADEMIES TRUST

**SAFEGUARDING
LEADER
RECRUITMENT PACK
WOODFIELD PRIMARY SCHOOL**

BELIEVE YOU CAN, TOGETHER WE WILL

www.learningat.uk 01752 914160 @ hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

Woodfield Primary School

Headteacher: Ms Tessa Saunders

Location: Taunton Avenue, Whiteleigh, Plymouth PL5 4HW

Approximate number of students: 230

Approximate number of staff: 40



Message from the Headteacher

Thank you for requesting the details about the position at Woodfield. Woodfield is a one-form entry Primary and Nursery school, educating children from 2 – 11 years, in Whiteleigh, in the northwest of Plymouth. True to the Trust's values we are firmly committed to ensuring that every child achieves their full potential. We are at the heart of the community that we serve and pride ourselves on our warm, welcoming approach and building strong working relationships with all our families to ensure the very best for the children in our care. As a school, we set high expectations for learning and have 12 values, focusing on one per month, that underpin all the work that we do. Oracy is a vital life skill and an integral part of our curriculum. We begin developing the children's Oracy skills in Nursery to ensure that they develop the ability and confidence to interact with peers and adults to deepen their learning and understanding. Again, thank you for taking the time to consider the position we have, please feel free to contact the school if you have any questions.

Tessa Saunders, Headteacher

Safeguarding Leader Job Description

Job Title	Safeguarding Leader
Location	Woodfield Primary and Nursery School
Responsible to	Headteacher/ Designated Safeguarding Lead
Job Type	Temporary (Until 31 st August 2025)
Salary FTE	Grade E (£27,803.00 - £30,296.00)
Actual Annual Salary	£11,627.00 - £12,670.00
Hours/weeks	18 hours per week, 39 weeks per year
Closing Date	9am, Friday 19 th July 24
Interview Date	Tuesday 23 rd July 24
Start Date	1 st September 2024

Job Summary

The Safeguarding Leader will support the Designated Safeguarding Lead with all safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment and support of children. As part of this, they will liaise with relevant agencies such as the local authority and police. They will advise and support other members of staff on child welfare, safeguarding and child protection matters.

Key Roles and Responsibilities

- To maintain high levels of confidentiality in all matters;
- To maintain the school's Child Protection Register;
- To ensure that all records of concern are read, collated, recorded and where necessary, acted upon by a referral to MASH or other appropriate agencies;
- To write accurate, clear and fair reports for all meetings, ensuring that deadlines are met;
- To attend meetings, acting as the professional face of Woodfield Primary School;
- To liaise with the Headteacher and Deputy Headteacher, ensuring that all concerns are shared with them in a timely manner, prioritising as necessary.

Support for Pupils

- Use a relational, trauma informed approach when working with and supporting pupils.
- Support children to know that their wishes and views have been heard and valued;
- Attend to the pupils' personal needs, and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters;
- Being an emotionally available adult to support pupils, ensuring they are safe and ready to access learning;
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;
- Promote the inclusion and acceptance of all pupil;
- Support pupils with their emotions well-being and helping them to regulate their emotions so they can follow the school rules and develop positive relationships with peers and staff.

Support for Parents

- Offer support and advice to parents, whenever possible. This could be informally through conversations or more formally through pastoral meetings, EHA or Children Social Care meetings;
- Develop strong working relationships with parents, whilst remaining able to hold them to account when necessary;
- Support parents to engage with outside agencies, including Social Services;
- Support with transporting children to or from school in the event of an emergency;
- Act as a signpost to other services/outside agencies and ensure correct resources are being accessed for the whole family;
- Offer advice to parents about how they can safeguard their children at home and within the community;
- Report to the Designated Safeguarding Leader any Cause for Concern cases, following the school's agreed Safeguarding Policies.

Support for Staff

- Listen to staff's safeguarding concerns and offer support on next steps and follow up on them;

- Gather/report information from/to parents/carers by liaison with class teachers. Send all reports to Social Care within the agreed time frame.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Support staff when logging concerns to ensure that the key factual information is recorded, quality assure the logs that are made;
- Support the staff to use trauma informed approaches with the pupils in their class who are facing challenges, ensuring relevant information (on a need to know bases) is shared so staff are able to best support them;

Support for School

- 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;
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required;
- Utilise clerical/admin skills e.g. photocopying, typing, filing, collecting money etc. to aid the families in need and to support own work;

Additional information

- You are required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the Implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, you are expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Person Specification

Job Title	Safeguarding Leader
Location	Woodfield Primary & Nursery School
Grade	Grade E (£27,803.00 - £30,296.00)

Attributes	Essential	Desirable
Education/ Qualifications	GCSE (or equivalent) in English and maths, grade C or above	Degree
Experience	<p>Experience of managing safeguarding in a school or other relevant organisation, including:</p> <ul style="list-style-type: none"> • Building relationships with children and their parents, particularly the most vulnerable • Working and communicating effectively with relevant agencies • Implementing and encouraging good safeguarding practice throughout a large team of people <p>Demonstrable evidence of developing and implementing strategies to help children and their families</p> <p>Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</p>	Successful leadership and management experience in a school or other relevant organisation
Skills/Knowledge / Aptitude/	<p>Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</p> <p>Ability to work with a range of people with the aim of ensuring the safety and welfare of children</p> <p>Awareness of local and national agencies that provide support for children and their families</p> <p>Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</p> <p>Good IT skills, including previous use of Word, Excel</p> <p>Effective communication and interpersonal skills</p>	Knowledge of CPOMS and or Arbor

	<p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>	
Personal Qualities	<p>Commitment to ensuring the safety and welfare of children</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Integrity, honesty and fairness</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equality and equity</p>	

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.