



## Child Protection Officer

Salary KR8 £26,598 FTE

**Actual Salary £23,185**

Required ASAP

Hours 8.30am – 4.30pm Monday to Thursday

8.30am - 4pm Fridays

Term Time only plus 5 inset days.

One-year fixed term contract in the first instance.

**The Governors of DSTC wish to appoint a Child Protection Officer  
(Deputy Designated Safeguarding Lead)**

The role includes the operational management of a broad range of safeguarding areas including informal family support and working through to full child protection cases.

The Child Protection Officer will build very strong relationships with professionals, parents, carers, students and other key stakeholders in the DSTC community.

Internal contacts:

- Students, Staff, Pastoral Team, Senior Leadership Team, Governors.

External contacts:

- Families of our students, Social Services, Police, Healthcare Professionals, Early Help, Local Authorities. Contacts within other schools such as Headteacher, Designated Safeguarding Lead, Senior Leadership Team, Attendance and Family Liaison Officer.



## PERSON SPECIFICATION: **Child Protection Officer**

The following outlines the criteria for this post. Applicants who have a disability and who meet the essential criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Experience</b>	<p>Experience of safeguarding young people.</p> <p>Have a thorough understanding of appropriate current relevant legislation, policy and guidance documents, including the Common Assessment Framework, Child Protection, Safeguarding, Children’s Act, Keeping Children Safe in Education etc.</p> <p>Experience of working as a designated person in safeguarding children and young people in schools, or in a similar role in a local authority or social work capacity.</p> <p>Have an understanding and experience of statutory and regulatory safeguarding practice, policies, statutory agencies and Local Authority requirements for reporting external referrals.</p> <p>Experience of working in a multi-agency framework.</p> <p>Substantial experience of working with children and families.</p> <p>Demonstrate the ability to remain resilient when dealing with sensitive, emotionally challenging and confidential situations.</p>	<p>Experience of working in a school setting.</p> <p>Experience of using reporting tools</p> <p>Experience of working with SEN or secondary aged children or post 16 students.</p> <p>Experience and appreciation of working within Ofsted requirements</p>	Application Interview
<b>Qualifications</b>	<p>Safeguarding Children Level 2</p> <p>Willingness to undertake further training.</p>	Safeguarding Children Level 3	Application
<b>Skills &amp; Knowledge</b>	<p>Excellent communication, listening and observational skills.</p> <p>Ability to deal with difficult emotionally challenging and sensitive situations empathetically.</p> <p>Ability to facilitate groups.</p> <p>Ability to chair meetings.</p> <p>Understand equal opportunities.</p>	<p>Knowledge of SIMS</p> <p>Knowledge of the needs of disaffected and socially excluded “High Risk” families.</p>	Application Interview Task Presentation

	<p>Effective prioritisation and time-management skills</p> <p>You should be competent in the use of IT including Microsoft Office applications.</p> <p>Effective presentation and facilitation skills</p>	<p>Google Suite competency</p>	
<p><b>Personal Qualities &amp; Behaviours</b></p>	<p>The ability to forge good relationships in a non-judgemental and sensitive manner.</p> <p>Ability to handle confidential information.</p> <p>Excellent organisational and record keeping skills.</p> <p>You must be confident and have the ability to work independently using your own initiative.</p> <p>Ability to weigh up consequences quickly, in order to make timely decisions.</p>		<p>Application Interview Task</p>
<p><b>Other Requirements</b></p>	<p>The ability to empathise, to remain calm whilst working under pressure, patience, creative and proactive.</p> <p>The ability to prioritise and juggle priorities at short notice.</p> <p>Be able to work as a team.</p>		<p>Application Interview Task</p>

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is high as we are all working to the same vision namely:

“Educating and empowering citizens of the future”

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving team of incredible staff.

I look forward to receiving your application.

Yours sincerely

*Anne Davis*

Anne Davis  
Principal



## **OUR SCHOOL**

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents" (Ofsted March 2022).

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn without disruption.

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15-minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

## **THE ROLE**

Be the first point of contact to receive safeguarding reports, triage for urgency and take necessary action.

Attend any safeguarding meetings as required such as Child Protection Conferences, Core Groups, Strategy Discussions, Child in Need meetings, Early Help reviews. Represent the school, the child and provide updates as required.

## **WHAT WE CAN OFFER YOU**

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme
- Induction programme

- Free use of the school gym

## **HOW TO APPLY**

An application form is available on our website [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk), completed forms should be emailed to Susie Wells ([Susan.Wells@dstc.kent.sch.uk](mailto:Susan.Wells@dstc.kent.sch.uk)) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach.

*DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

## **HOW TO CONTACT US**

Dartford Science and Technology College  
Heath Lane, Dartford, Kent DA1 2LY  
Tel: 01322 224309 [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk)

If you would like any further information please contact Susan Wells on 01322 224309 or by email to [Susan.wells@dstc.kent.sch.uk](mailto:Susan.wells@dstc.kent.sch.uk)



**Post Held:** Child Protection Officer

**Responsible to:** Designated Safeguarding Lead - Vice Principal

**Hours per week:** 37 hours  
08.30 – 16.30 Monday – Thursday  
08.30 – 16.00 Friday  
30 minute (unpaid) break per day

**Weeks per year:** Term Time Plus Inset Days

#### **CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF**

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
  - To be committed to safeguarding and promoting the welfare of all young people.
  - To undertake annual safeguarding training.
  - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
  - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
  - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

#### **KEY DUTIES & RESPONSIBILITIES:**

- Be the first point of contact to receive safeguarding reports, triage for urgency and take necessary action.
- Attend any safeguarding meetings as required such as Child Protection Conferences, Core Groups, Strategy Discussions, Child in Need meetings, Early Help reviews. Represent the school, the child and provide updates as required.
- To be a part of the safeguarding team, supporting students, parents and staff ensuring safeguarding is of the highest quality throughout the school.
- Manage safeguarding caseload relating a range of issues up to and including child protection. Monitor and follow up as required.
- Establish and foster good relationships with families encouraging family involvement and engagement.
- Strategically plan and support induction safeguarding training to all new support staff.
- Contribute to a Safeguarding Bulletin.
- Monitor and action any student self referrals.



- Identify the need for support including how to meet the emotional needs of students. Offering impartial information or referral to Early Help and all other relevant services/agencies. Follow up as required.
  - Keeping up to date on the range of agencies in order to maintain knowledge of services that families might be signposted to.
  - Keeping accurate records and all documentation pertaining to meetings/contact with students and families. These records should be stored in accordance with GDPR requirements, maintaining maximum confidentiality as appropriate.
  - Carry out home visits as required.
  - Promote equality for all individuals, recognising and encouraging anti discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising rights and choices, and respecting personal beliefs and identity.
  - The post holder is responsible for keeping own professional training and development updated as appropriate.
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- Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed ..... Date .....  
 (Staff Member)

Signed ..... Date .....  
 (Line Manager)

Signed ..... Date .....  
 (Principal)