



**Westlands  
Primary School**

**Safeguarding Support Officer**  
INFORMATION





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## Westlands Primary School

Dear Applicant,

On behalf of all the children, staff and Governors I'd like to thank you for your interest in the vacancy at Westlands Primary School.

We are a school that likes to celebrate success at every level. We are an exciting, forward thinking and innovative school and our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds.

We aim to engage our pupils in deep learning experiences across the curriculum, through a clear progression of skills and knowledge, coupled with strong links across curriculum subjects and varied learning experiences through enrichment opportunities. Working in partnership with parents, carers and other key members of the community, we work together on the school's journey to provide an outstanding provision for all.

Westlands Primary School was judged 'Good' in its last Ofsted inspection in July 2019 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

Westlands Primary School is part of Swale Academies Trust, which is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

We aim to appoint an excellent practitioner with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion. You will also find a lot of information on our school website, as well as a 360 virtual tour of the school that will give you a feel of what our school looks like.

Yours sincerely

**Victoria Pettett**  
Head of School

**Karen Mirams**  
Executive Headteacher

# JOB DESCRIPTION



**Job Title:** Safeguarding Support Officer  
**Grade:** SAT 5  
**Responsible to:** Designated Safeguarding Lead

## **Purpose of the Job:**

To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within Westlands Primary School;

To support the safeguarding team with administration tasks required to safeguard the children and young people at Westlands Primary School.

## **Main duties and responsibilities (Accountabilities):**

- To provide administrative support for the Designated Safeguarding Lead and the wider safeguarding team, and the nominated Governor for Safeguarding and Child Protection, including phone calls, emails and other communication;
- To work alongside other employees in the Safeguarding team; Inclusion Team; and with senior leaders;
- To comply with all Trust and school-based policies and procedures;
- To be able to respond to safeguarding concerns when required, including liaising with students, parents/carers and external agencies when necessary;
- To maintain hard and electronic safeguarding records to a high standard as detailed in KCSiE, and uphold confidentiality at all times;
- Provide support to the DSL for staff induction, which includes the school's pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding response to children who go missing from education;
- Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSL and their role;
- To arrange and set up meetings with parents and external agencies where appropriate;
- Carry out home visits and record these following the school's agreed protocol;
- To write and produce minutes of meetings; and attend meetings as required;
- To produce word processed reports, and input data into spreadsheets;
- To organise the calendar for the Safeguarding team throughout the academic year effectively and efficiently;
- To assist the Safeguarding team with the administration of safeguarding training;
- To maintain records of registration during safeguarding training;
- Maintain central database of all training certificates;
- To assist with the preparation and distribution of regular Safeguarding updates;
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- To actively engage in the performance development and management process;
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of safeguarding.

## **Ethos**

Our Trust is committed to maintaining the highest standards of safeguarding practice and creating an embedded culture of safeguarding across all of our schools.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
<b>Qualifications</b>	Designated Safeguarding Lead Level 3 Certificate (or willingness to undertake quickly)	E
	Other relevant safeguarding training	D
<b>Experience</b>	Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.	E
	Knowledge of what constitutes poor safeguarding practice and unacceptable behaviour which creates safeguarding risks.	E
	Demonstrate a working knowledge of the Equalities Act 2010.	E
	Knowledge of the statutory agencies' roles in safeguarding children and adults at risk.	D
	Experience of working as a deputy DSL.	D
	Experience of implementing policies, protocols and guidance.	D
	Knowledge and understanding of diverse faiths, communities and cultures.	D
	Understanding of the effects of various conditions that affect some children such as, but not limited to, ADHD; autism; Asperger's Syndrome; foetal alcohol spectrum disorder.	D
	Knowledge and understanding of working with volunteers.	D
<b>Knowledge &amp; Skills</b>	Outstanding team-working and organisational skills.	E
	Exceptional communication, interpersonal and influencing skills.	E
	A child-centred approach, able to maintain this perspective and use common sense.	E
	Ability to write concise reports and compile case file information.	E
	Ability to deal constructively and objectively with people's emotions (e.g. upset, distress, conflict, animosity).	E
	Capacity to handle confidential data/information sensitively and with discretion.	E
	Effective prioritisation and time management skills.	E
	Competent and efficient in the use of IT.	E
	Effective presentation and facilitation skills.	D
	Ability to de-escalate heated and challenging situations.	D
	Experience of interviewing children and/or adults in relation to allegations.	D

## Appraisal

Appraisal assessment will be based on the responsibilities outlined above and judgements will be made against these within the agreed timescale. The Designated Safeguarding Lead will manage the person in this post.

At time of applying all job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Headteacher or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Swale Academies Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Liz Bruce  
Westlands Primary School  
Homewood Avenue  
Sittingbourne  
Kent  
ME10 1XN

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS

COMPANY NUMBER: 7344732