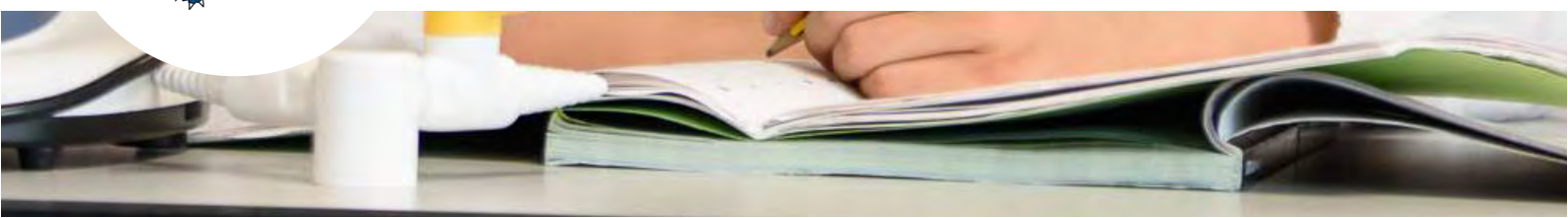
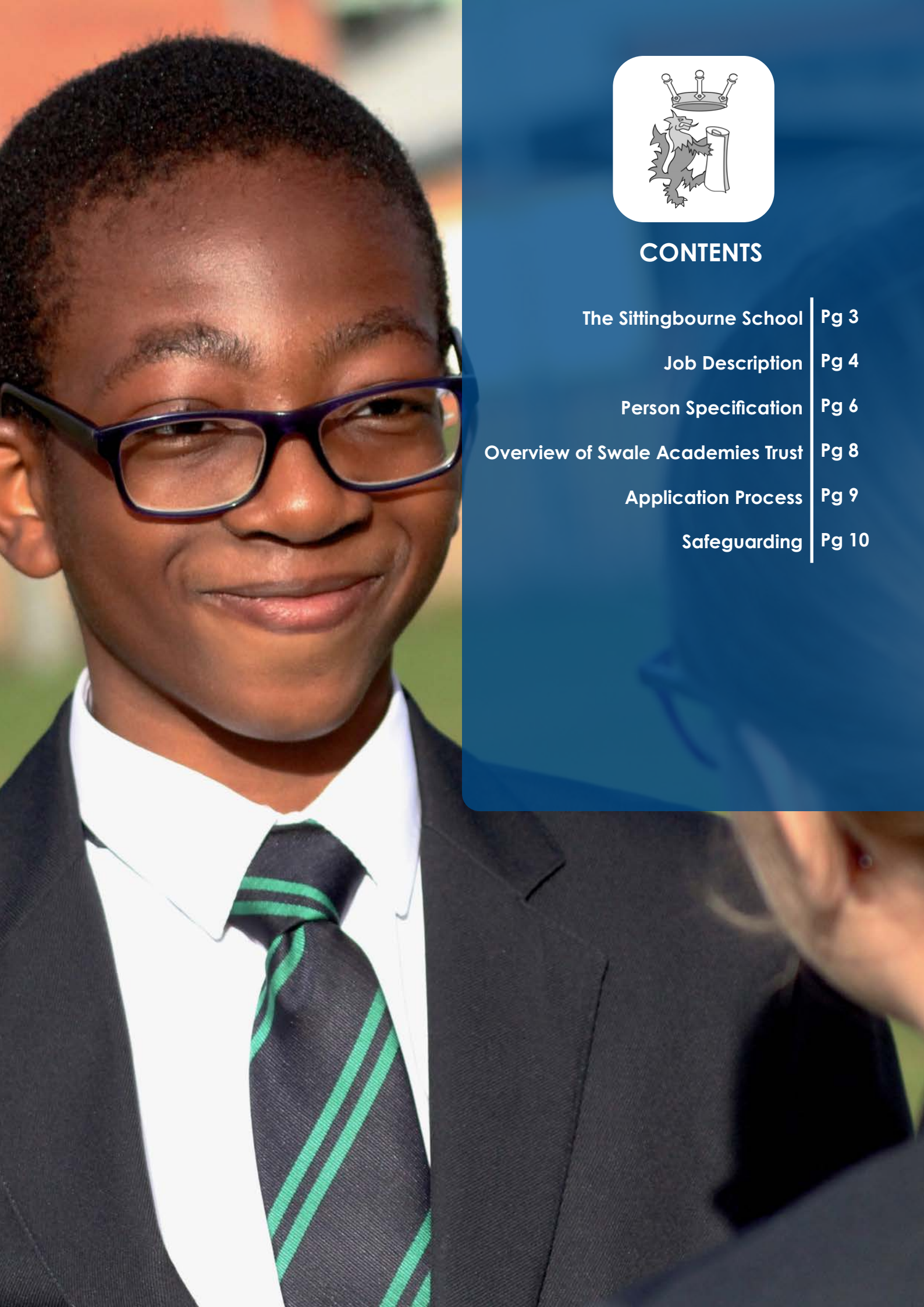




The
Sittingbourne School

Assistant Safeguarding Officer INFORMATION





CONTENTS

The Sittingbourne School	Pg 3
Job Description	Pg 4
Person Specification	Pg 6
Overview of Swale Academies Trust	Pg 8
Application Process	Pg 9
Safeguarding	Pg 10



The Sittingbourne School is a large, non-selective school situated in a semi-rural area of Sittingbourne. We are fortunate to own an extensive site that boasts wonderful sporting facilities, open green spaces and significant investment in new buildings.

We offer our pupils a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing, and relationships between staff and students are open, friendly and cooperative.

Our school has been on a fabulous journey of continuous development since joining Swale Academies Trust over eight years ago. Ofsted has judged our school Good in the last two inspections, and we continue to move from strength to strength. Over the years, the school's popularity has grown considerably, with 2020 seeing us oversubscribed in all years and our large and thriving Sixth Form more popular than ever. Outcomes for the school show a continuing trend of improvement, highlighting the effectiveness of strategies implemented over time.

In 2019, the school underwent a holistic branding exercise to reaffirm our culture and core values. Consequently, the school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at The Sittingbourne School is focused on ensuring that children of all abilities, backgrounds and beliefs feel valued and are given the guidance and support they need to flourish.

Leadership across the school is a key strength. The school benefits from a large and highly experienced leadership team - and the support of an Executive Headteacher who knows the school and staff well. The leadership team is led by a Head of School with the support of four exceptional deputy headteachers, as well as a vibrant and effective team of assistant headteachers and middle leaders. The school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to teaching and learning as well as school management. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

Students and staff feel proud to belong to The Sittingbourne School.

Yours Sincerely

Mr Nick Smith
Head of School



JOB DESCRIPTION



Job Title: Assistant Safeguarding Officer
Salary: SAT B
Responsible to: Designated Safeguarding Lead (DSL)/ Senior Safeguarding Officer

Purpose of the job

To support the Senior Designated Safeguarding Lead (DSL) with ensuring the Safeguarding and Child Protection policy is firmly and consistently embedded within the school. To work in conjunction with the Designated Safeguarding Lead to track safeguarding and child protection incidents across the school.

To provide first level support to members of staff on child welfare and child protection matters, liaising with relevant agencies as appropriate, including the local authority and police.

The Assistant Safeguarding Officer will work with the DSL and Deputy DSL's to develop the use of Bromcom Safeguarding across all staff and monitoring any incidents reported.

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care.
- Refer cases to the Channel programme where there is a radicalization concern.
- Refer cases where a crime may have been committed, to Senior DSL so it can be reported to the police.
- Keep detailed, accurate and secure records of concerns and referrals.

Working with staff and other agencies

- Inform the Senior DSL / Deputy DSLs of any safeguarding issues raised by staff.
- Liaise with staff, parents and students on matters of safety, safeguarding and when deciding whether to make a referral.
- Support students and families with Early Help and intervention.
- Support the Senior DSL when local authorities conduct a child protection case conference and a child protection review conference.
- Support child protection case conferences when required to.
- Establish constructive relationships and communicate with other agencies/professionals.

Training and Raise Awareness

- Support staff training to ensure all staff are able to access and understand the school's child protection and safeguarding policy and procedures.
- Refresh knowledge and skills annually to remain up to date with any developments relevant to the role.
- Support with ensuring the safeguarding policy is available and easily accessible to everyone in the school community.

JOB DESCRIPTION



School Support

- Recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, especially those with special educational needs and young carers.
- Attend and participate in regular safeguarding meetings.

Policies and Staff Handbook

- Ensure that all departmental and school policies are understood and complied with.
- Ensure that they have read and understands the contents of the Staff handbook and complies with all the requirements detailed in the handbook.
- Encourage and safeguard the welfare of children and young persons.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

Administration

- Participate in administrative and organisational tasks related to the above duties.

Health and Safety

- Accept responsibility for own safety – as well as that of the students and colleagues with whom you work.
- Undertake Health and Safety training offered.
- Be aware of Health and Safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations.
- Follow any control measures and care plans required by the generic or individual risk assessments.
- Be familiar with and use available equipment safely.
- Be aware of own limitations and inform your employer of any circumstances that may alter your ability to perform manual handling tasks.
- Report accidents and hazards.
- Report deficiencies in the employer's Health and Safety protection arrangements.

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
Essential Criteria	Experience of working with young people.	E
	Motivation to work with children and young people.	E
	Knowledge of safeguarding and awareness of working with staff, students, families and external agencies.	E
Qualifications & Training	Good standard of education consisting of English and Maths G.C.S.E or equivalent.	E
	Level 4 Safeguarding, Online Safety, Prevent, Channel Awareness and Early Help Awareness Training or be willing to attend training.	E
Skills and Knowledge	Ability to work effectively with, relate to and earn the trust of young people, families and carers.	E
	Ability to work effectively with, relate to and earn the trust of teaching staff, senior management and external agencies.	E
	Able to work with young people, including those who may be harder to engage.	E
	The ability to support with identifying signs of abuse and neglect.	E
	An active listener.	E
	A team player.	E
	Good communicator with adults and young people, both verbally and in writing.	E
	Good time management skills.	E
	Able to work under pressure and to meet deadlines.	E
	Able to maintain confidentiality.	E
	An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Behavioural Attributes	Emotional resilience in working with safeguarding issues.	E
	Student focused.	E
	Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	E
	Open, honest and an active listener.	E
	Takes responsibility and accountability.	E
	Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective services.	E
	Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	E
	Is committed to the provision and improvement of quality service provision.	E
	Is adaptable to change / embraces and welcomes change.	E
	Acts with pace and urgency, being energetic, enthusiastic and decisive.	E
	Communicates effectively.	E
	Has the ability to learn from experiences and challenges	E
	Is committed to the continuous development of self by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	E

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, Peacehaven
- 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 Sarah Scott-Drysdale
The Sittingbourne School
Swanstree Avenue,
Sittingbourne
Kent
ME10 4NL

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