



**Waterfront
UTC**

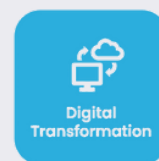
Recruitment Pack Safeguarding Officer



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



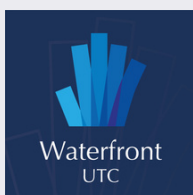
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



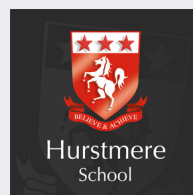
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



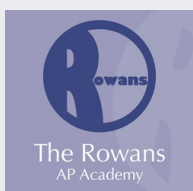
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Waterfront UTC



Welcome to Waterfront UTC and thank you for your interest in this post. I am determined to recruit the best possible individual who is passionately driven to ensure that every child succeeds in life and becomes a pioneer for Engineering or Construction.

University Technical Colleges (UTCs) are government-funded schools with a STEM focus. Our students join us in September of Year 9 or Year 12, and study a tailored curriculum of technical qualifications which focus on Engineering and Construction, whilst building a solid understanding in the core subjects.

Our employer partners work closely with us, getting to know our students over the time they are here, supporting them with careers guidance, careers planning and ongoing project work. Established by companies and universities in areas of high demand for talent, UTCs benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

Mrs McLean, Principal

Why choose Waterfront UTC?

- Opportunity to work with older students, aged 13-19, where students are treated as adults.
- 100% of students leaving Year 11 and Year 13 are placed in their chosen destination/career path
- A purpose built facility, with state-of-the-art equipment to aid our students' learning



NOR
367



Age Range
13-19



PP
27%



FSM
31.1%



SEN
31.3%



EAL
9.3%

Job Description

Job Title:	Safeguarding Officer
Contract Type:	Full time, Permanent, Term Time +3 weeks
Remuneration:	NJC C1 points 6-19

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

To promote and safeguard the welfare of all students.

Key responsibilities:

- To champion the Equal Opportunities and Equality & Diversity with school leaders
- Liaison with the Designated Safeguarding Lead, Pastoral Team, and parents
- Lead Early Help referrer and school professionals, and keeping track of open referrals
- Working with external agencies
- Coordinating the with Early Help Team
- Liaison with outside agencies, including in-school referral system in conjunction with the Pastoral Team
- Monitoring of students attending Alternative Provisions in relation to safeguarding
- Meeting all statutory obligations in relation to Safeguarding & Child Protection

Safeguarding:

- Act as deputy to the Designated Safeguarding Lead and represent as required
- Refer cases of suspected abuse to the Children's Social Care in line with the school's safeguarding policy
- Help promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues with teachers and school staff where appropriate
- Attend and participate in Child in Need, Family Wellbeing and other Multi-Agency meetings as required
- To be a pivotal point of contact, build and maintain relationships with external agencies
- Provide staff with support and guidance in relation to safeguarding concerns
- Provide safeguarding advice and guidance to parents including the termly parental safeguarding newsletter
- Ensure student safeguarding files are sent off to other schools/colleges in a timely manner in accordance with KCSIE

Pastoral Support:

- To develop positive relationships with students, in order for effective support to be put in place, ensuring the educational and emotional needs are met

- To support the school's ethos of reflective approaches with the students designed to focus on positive behaviour outcomes
- To take a reflective approach to dealing with challenging behaviour, helping students to understand and take ownership of their behaviour, holding restorative conversations with staff and students as required
- Act as a Mental Health First Aider

Contribution & Meetings:

- Assist in monitoring the appearance and general behaviour of students around the school, maintaining good order and sound discipline among students, including safeguarding their health and safety (where applicable)
- Be actively involved in the school's form tutor and house system (where applicable)
- Contribute to the school Improvement Plan (where applicable)
- Implement the school's agreed policies
- Participate in the school's appraisal programme
- Cover for absent colleagues
- Participate in school-based INSET
- Perform any other duty that their line manager might reasonably request
- To monitor the wellbeing of all students and report any concerns related to the safeguarding of students to the Designated Child Protection Coordinator
- To be aware of and follow school policies relating to Health and Safety

Communications & Meetings:

- Attend staff, department and other meetings as appropriate
- Support effective communication by forwarding documentation or memos to relevant staff and students
- Preserve and promote the good name of the school in all dealings with the wider public

Training:

- Undergo ongoing training to ensure knowledge and skills are up to date to carry out the role effectively

Team Tasks:

- Work as part of the Safeguarding and Inclusions Team to promote the wellbeing of students
- Participate in internal meetings as required

Administration:

- Keep accurate safeguarding and intervention records using the school's safeguarding management system and Arbor initiatives
- Produce reports for Child Protection Conferences, meetings, and other safeguarding/professionals' meetings

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> GCSE Maths & English Grade C or equivalent Mental Health First Aid trained 	<ul style="list-style-type: none"> First Aid trained Further Degree Evidence of ongoing Professional Development
Experience	
<ul style="list-style-type: none"> Experienced in using management information systems including Arbor and other equivalent Experience of working with children aged 11-19 Experience of working with children who display challenging behaviour Ability to motivate and encourage students Experience of resolving conflict and facilitating medication between young people 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> High degree of accuracy Ability to manage time effectively to complete tasks to a high level Be flexible to changing demands of the post To undertake any training relevant to the role Knowledge of Child Development and learning processes 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards Knowledge of support services available to young people
Characteristics and Competencies	
<ul style="list-style-type: none"> Excellent communication including verbal and written skills Competent with IT and other software packages such as Word, Excel and PowerPoint Good organisational skills Ability to create a happy, challenging and effective learning environment A solution-focused mindset and determined “no-excuses” approach to raising standards 	

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|---|--|
| <ul style="list-style-type: none">• A personable nature to build effective relationships• Ability and keenness to promote the Trust's positive culture and ethos• A high level of integrity, confidentiality and discretion• Ability to develop good personal relationships within a team, making an effective contribution to high morale | |
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