



Cambourne Village College

An Academy of



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Safeguarding Officer

Required Summer term 2020

Salary: NJC Scale 5 to 6, depending on experience

£21,589 to £26,317 FTE (range points 12 to 22) pro rata salary paid for 44.28 weeks,

actual salary £14,905 to £18,170 per annum.

Hours of work: 30 per week, Monday and Tuesday 9.00 to 16.00, and Wed to Friday 9.00 to 14.45,

(some flexibility in start and finish times).

39 weeks per annum, term time plus 5 training days.

Contract: Permanent

The College is seeking to appoint a Safeguarding Officer to be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for any pupils who self-refer. The post holder will work as part of the Safeguarding team and ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people.

Cambourne Village College, an over-subscribed, Ofsted 'Outstanding' secondary school, eight miles from Cambridge, opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working and our excellent facilities are brand new. Joining Cambourne Village College represents a unique opportunity to help to establish a new school whilst working within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

To apply for this vacancy and to see the job description and person specification please access our website: www.cambournevc.org/contract-us/vacancies

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

Closing date: Noon on Monday 20 April 2020

The school reserves the right to interview shortlisted candidates during the application window (if applicable).

Job Description

Safeguarding Officer

Created January 2020

Hours of work: 30 hours per week.

Contract: Permanent

Line of Responsibility

The Safeguarding Officer is directly responsible to the Lead Designated Person for Child Protection.

Strategic Purpose

Safeguarding:

To be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for the pupils who self-refer.

To ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people.

Operational Responsibilities

Safeguarding: The post-holder will:

- Work as part of the Safeguarding Team; reporting directly to the Lead Designated Person for Child Protection
- Attend team meetings
- Undertake appropriate Child Protection training every two years in order to understand the local assessment processes for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Early Help Assessments
- Respond to Logs of Concern
- Monitor pupils who are the subject of Child Protection plans.
- Be alert to the specific needs of vulnerable children, those with SEN and young carers.
- Refer all cases of suspected child abuse to the local authority (LA) children's social care department and any other relevant outside body.
- Communicate with professionals, and parents and carers
- Attend Child Protection conferences, planning and review meetings as required.
- Share information appropriately

- Respect confidentiality
- Maintain accurate and secure Child Protection records, (including transfer of files to other schools and archiving)
- Carry out basic Child Protection training for staff as needed
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder will uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body 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 Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the college's performance management scheme.

Safeguarding Officer – Person Specification

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Experience of working with children, young people, parents/carers/families within the field of education. • Experience of delivering support to both children and adults. • Experience of working with multiple agencies. 	<ul style="list-style-type: none"> • Recent DfE approved training in Child Safeguarding issues. • Either a teaching qualification or higher level support staff qualification. • Certificate or award in safeguarding and protecting children and young people eg level 2 AoFAQ. • A first aid certificate 	<ul style="list-style-type: none"> Application form Certificates Interview References
Knowledge and skills:		
<ul style="list-style-type: none"> • The skills and ability to identify signs of abuse. • Ability to build and form good relationships with children, young people, parents/carers, colleagues and other professionals. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with children, young people, parents/carers, colleagues and other professionals. • A good understanding of issues and problems impacting on families experiencing a range of difficulties. • Ability to maintain and develop accurate and effective records and other systems. 	<ul style="list-style-type: none"> • A good understanding of current legislation, guidance and policy in the area of child protection and safeguarding. • Knowledge of locally available support services. 	<ul style="list-style-type: none"> Application form Interview References

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Knowledge of the respective roles and responsibilities of schools, governing boards, staff, parents and the external agencies in respect of Child Protection and Safeguarding. 		
Personal qualities:		
<ul style="list-style-type: none"> • Commitment to the highest standards of Child Protection. • Ability to deal with sensitive issues and understanding of the need for confidentiality. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation and detail. • Excellent listening skills and an empathic approach. • Excellent record-keeping skills and the ability to write detailed reports. • Emotionally resilient • Practical approach to first aid issues, e.g. confident to deal with injuries and bodily fluids • Calm in critical situations • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Interview</p> <p>References</p>