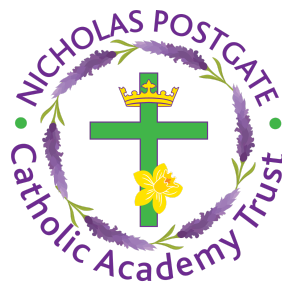




APPLICANT PACK

School Safeguarding Officer

Nicholas Postgate Catholic Academy Trust (NPCAT)



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of School Safeguarding Officer.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should complete their application forms to recruitment@npcat.org.uk by the closing date, **Friday 2nd July 2021 by 12 noon**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion, please do not hesitate to contact **Mrs Jill Benson, Head of Attendance and Welfare** at the Trust on 01642 529200 ex 7005.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC



Forming lives ready to face the future

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 23 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

“True education enables us to love life and opens us to the fullness of life”

– Pope Francis

Proud to Serve Teesside and North Yorkshire



The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

Affordable homes

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



The Diocese of Middlesbrough

NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua
Guisborough, St Paulinus
Ingleby Barwick, St Thérèse of Lisieux
Loftus, St Joseph and Cuthbert
Marske-by-the-Sea, St Bede
Middlesbrough, Corpus Christi
Middlesbrough, Holy Name
Middlesbrough, St Clare of Assisi
Middlesbrough, St Francis of Assisi
Middlesbrough, St Joseph
Middlesbrough, St Mary's Cathedral
Middlesbrough, St Patrick (Sacred Heart)
Middlesbrough, St Thomas More
North Ormesby, St Alphonsus
Nunthorpe, St Bernadette
Ormesby, St Gabriel
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)
Saltburn, Our Lady of Lourdes
Staithes, Our Lady Star of the Sea
Teesville, St Andrew's Parish
Thirsk, All Saints
Thornaby, Christ The King
Thornaby, St Patrick
Yarm, St Mary and Romauld

Employee Benefits and Wellbeing



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme
- Corporate offers at the five-star Rockliffe Hall Hotel, Golf and Spa in County Durham

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

Training, Development and Progression



We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as the Ambition Institute.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with the Ambition Institute.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with the Ambition Institute on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

Teaching assistants can benefit from full and comprehensive training courses delivered by our own St Clare's Catholic Primary Teaching School in Middlesbrough.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

Job Advert

Required:	1 September 2021
Salary:	Grade H - I (Actual salary £21,067 - £24,644)
Hours:	37 hours per week, Term Time only plus 5 days
Contract Type:	Permanent
Location:	Nicholas Postgate Catholic Academy Trust
Responsible to:	Designated Safeguarding Lead - Headteacher

The Nicholas Postgate Catholic Academy Trust, a family of 27 schools, 4 of which are secondary, a sixth form college and a teaching school. With more than 9,000 pupils and over 1000 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

CPD opportunities

Ongoing professional development from within the Trust provides our employees with great opportunities for development and progression. These opportunities will be offered to the successful candidate.

The Trust offers:

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Highly experienced and talented colleagues
- Excellent professional development and progression opportunities across our 27 schools
- Supportive Trust board, governors and parents

Candidates are warmly encouraged to contact the Trust for an informal discussion about the post with **Mrs Jill Benson, Head of Attendance and Welfare on 01642 529200 ex 7005.**

Closing date: Friday 2nd July 2021, 12 noon

Application form and further information is available from:

<https://npcat.org.uk/current-vacancies/>

Refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Role Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: School Safeguarding Officer

Job Purpose:

- To be a school based Deputy Designated Safeguarding Officer.
- To safeguard and protect the young people and staff within a designated NPCAT school and ensure there is a culture of vigilance in safeguarding practice.
- To ensure the delivery of safeguarding training in accordance with the Trust safeguarding programme, to ensure policies and procedures are updated and implemented and there is shared learning as appropriate with staff, volunteers and governors, in accordance with the Trust requirements.
- To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies.
- To contribute to the identification of vulnerable learners.

Main responsibilities

Focus of the Role:

To manage referrals

- Refer cases for early help, or suspected abuse or neglect to the relevant agencies, including social care, health services and the police, including cases under the Prevent Duty.
- Liaise with the Trust Divisional Lead, designated Trust Safeguarding Partner and senior school staff where appropriate.
- Support staff who make referrals to the relevant agencies, including social care, health services and the police.
- To make professional challenge and escalate concerns, as required.
- Refer cases to the Channel programme where there is a radicalisation concern and support staff who make a referral to the programme.
- Refer cases where a crime may have been committed, to the Police as required.
- Undertake and review risk assessments where there has been an incident of Child on Child Sexual Violence or Sexual Harassment ensuring that both the victim and the perpetrator are supported.

- Ensure children experiencing Peer on Peer Abuse are supported in school.
- Be aware of pupils who have a social worker.

Work with others

- Act as a point of contact with the three local safeguarding partners.
- Liaise with the Headteacher regarding issues under section 47 Children Act 1989 and police investigations.
- Attend strategy meetings, child protection conferences and core groups as required, or ensure a suitably trained member of staff attends the meeting.
- Liaise with the police and children's social care where there has been an Operation Encompass report.
- Liaise with staff (especially pastoral staff, school nurses, IT technicians, SENCO and mental health lead) on matters of safety and safeguarding (including online and digital safety and when deciding whether to make a referral by liaising with relevant agencies).
- Act as a source of support, advice and expertise for all staff.
- Work collaboratively with the Trust Safeguarding Team with regards to safeguarding supervision and safeguarding quality assurance assessments.
- Be aware of all school excursions and residentials and clarify with the appropriate group leader(s) their role and responsibility in connection with safeguarding / child protection during the visit.
- Work collaboratively with the School Attendance Case Manager and Trust Central Attendance Team to be aware of pupils that are educated off-site, including pupils in alternative provision and those that have part-time provision.
- Contribute to the school's Vulnerable Learners meetings to ensure pupils that are not making expected progress in their learning are readily identified and concerns are addressed.

Training

- Undertake training to provide the knowledge and skills to carry out the role, to be updated at least every two years.
- Undertake Prevent Awareness training.
- Understand and support the school or college with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation and extremism.
- Understand the assessment process for providing early help and statutory intervention and making safer referrals to the local authority.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Have an understanding of safeguarding practice reviews.

- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers and children with mental health concerns.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- Understand the importance of information sharing within the school and with the three local safeguarding partners, other agencies, organisations and practitioners.
- Keep detailed, accurate, secure written records of concerns and referrals.
- Understand the unique risks associated with online safety and be confident that staff have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college.
- Recognise the additional risks that children with SEN and disabilities (SEND) face online.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect children.
- In accordance with the Trust safeguarding training programme, obtain access to resources and attend any relevant or refresher training courses.
- In collaboration with the Trust Safeguarding Team refresh own skills and knowledge at regular intervals, as required, and at least annually, to understand and keep up with any developments relevant to the role.

Raise Awareness

- Ensure copies of policies, including a copy of the most recent publication of Part one of Keeping Children Safe in Education is provided to staff at induction.
- Ensure all staff sign to say that they have read Part One of Keeping Children Safe in Education, and Annex A, where staff work directly with children.
- Ensure the School Safeguarding & Child Protection Procedures are known, understood and used by all staff appropriately.
- In accordance with Trust requirements, ensure the school's or college's child protection procedures are reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, in collaboration with the Trust Safeguarding Team.
- Ensure the Trust Safeguarding and Child Protection Policy and the School Safeguarding and Child Protection Procedures are available publicly.
- In collaboration with the Trust Safeguarding Team, link with the safeguarding partners for the local safeguarding partnership to make sure staff are aware of any training opportunities and the latest local policies or local safeguarding arrangements.

- Through the School Vulnerable Learners meetings, help to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- Ensure that the school has appropriate filtering and monitoring systems in place for online content and ensure that staff, pupils and visitors to their site follow the NPCAT ICT Systems Acceptable Users Policy.
- Ensure that children are taught about safeguarding through Personal, Social, Health and Economic Education (PSHE) and Relationships Education or Relationships and Sex Education and 'recognise when they are at risk and how to get help when they need it'.
- Have an overview of the Designated Teacher role, appointed to promote the educational achievement of looked after children, including working with the Local Authority's Virtual School Headteacher.
- Ensure that Whistleblowing procedures and referral pathways are communicated to staff.

Child Protection File

- Where children leave the school or college (including for in-year transfers) ensure the child protection file is transferred to the new school or college as soon as possible.
- In addition to the child protection file transferring, consider if it would be appropriate to share any information with the new school or college in advance of a child leaving, that would allow the new school or college to continue supporting pupils and to have that support in place for when the child arrives.

Availability

- During term time to always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.
- In collaboration with the Trust Divisional Lead, arrange adequate and appropriate cover arrangements for any out of hours / out of term activities.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

- To work at all times in accordance with the provisions of General Data Protection Regulations and the Data Protection Act.
- At all times to maintain a professional approach and abide by the NPCAT Staff Code of Conduct.
- NPCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher / NPCAT Divisional Lead to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The 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. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:

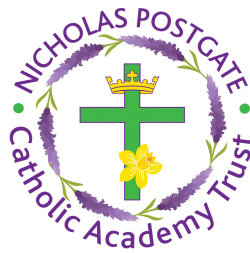
- (i) Equal Opportunities*
- (ii) Health and Safety*
- (iii) General Data Protection Regulations (2018)*
- (iv) Safeguarding*

Person Specification

Criteria	Essential		Desirable	
Qualifications	E1	NVQ Level 3 in learning support / early years or equivalent qualification / experience.		
	E2	NVQ level 3 or equivalent in English.		
	E3	NVQ level 3 or equivalent in Maths.		
	E4	Relevant CP / Safeguarding qualifications.		
	E5	Completion of DCSF induction programme.		
Experience and Knowledge	E6	Successful experience working with children in a school/early years environment.	D1	Knowledge of First Aid and the administration of medicines in schools.
	E7	Good knowledge of appropriate procedures, regulations and guidance particularly in relation to the most recent guidance for Keeping Children Safe in Education and Working Together to Safeguard Children.	D2	Good working knowledge of ICT to support learning and for administrative / organisational effectiveness.
	E8	Good understanding and effective implementation of Child Protection procedures, local safeguarding partnerships, and safeguarding practice reviews.		
Communication	E9	Ability to write detailed reports, complete returns and write complex letters.		
	E10	Ability to use clear language to communicate information unambiguously.		
	E11	Ability to listen effectively.		
	E12	Specialist language / communication skills if appropriate.		

	E13	Ability to negotiate effectively with adults and children.		
Skills and Abilities	E14	Good organisational skills. Ability to remain calm under pressure.		
	E15	Ability to manage and support the work of others.		
	E16	Ability to manage own time effectively.		
	E17	Ability to meet deadlines.		
	E18	Demonstrate creativity and an ability to resolve problems independently.		
Working with Children	E19	Good understanding of child development and pastoral issues such as inclusion and transition.	D3	Successful completion of training to support SEN if appropriate.
	E20	Understand and support the importance of physical and emotional wellbeing.	D4	Good understanding of the school organisation, timetable and learning and pastoral support systems.
Working with Others	E21	Ability to make a proactive contribution to the work of school staff and external agencies in supporting children, their families and carers.		
	E22	Ability to work with parents and carers to improve support for children.		
	E23	Ability to make professional challenge and escalate concerns.		
	E24	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.		
	E25	Ability to work effectively with a range of adults in school, within the Trust and within external agencies.		

	E26	Contribute to the development and implementation of effective systems to share information in compliance with GDPR and Data Protection requirements.		
General	E27	Awareness of and promotion of equality.		
	E28	Good understanding of Health & Safety.		
	E29	Understand and comply with procedures and legislation relating to confidentiality.		
	E30	Demonstrate a clear commitment to develop and learn in the role.		
	E31	Ability to effectively evaluate own performance.		



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form**, a **Recruitment Monitoring Form**, **Rehabilitation of Offenders Form** & **Consent to Obtain References** to: recruitment@npcat.org.uk

Role Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact **Mrs Jill Benson** at the Trust on 01642 529200 ex 7005.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

