



The **GALLERY TRUST**



A community of special schools

Designated Safeguarding Officer

Candidate Information Pack

April 2021

The GALLERY TRUST

A community of special schools

Thank you for your interest in the post of Designated Safeguarding Officer at The Gallery Trust.

The Gallery Trust is an expanding and successful Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire.

The Trust is recognised as a key stakeholder in the delivery of education to SEND pupils in the county. This is a very exciting time to join the Trust, as we continue to expand our provision. We currently have six schools in our Trust, a resource base, a satellite provision, and two schools in pre-opening. The successful candidate will have the opportunity to embed excellent practice in Safeguarding in all the establishments in the Trust and will play a vital part in supporting the wellbeing and welfare of students.

As a Trust, our vision is to encourage the individual identities of our academies while providing strong support from the Trust's Executive Team and central support services, and facilitating collaboration between the academies in the Trust. Employees at the Trust belong to a community of skilled and experienced professionals, and benefit from a wide range of networks and development opportunities across the Trust.

If you share our values, are highly motivated by working with colleagues who are completely dedicated to the welfare of students, then we would be delighted to receive your application.

Thank you again for your interest and we look forward to hearing from you.



Chris Scrivener
Chair of Trustees



Kay Willett
Chief Executive Officer

Designated Safeguarding Officer The Gallery Trust

The Board of Trustees is seeking to appoint a Designated Safeguarding Officer to work across the Trust.

This is a vital role which requires an exceptional individual who can demonstrate the requisite range of skills, knowledge and experience to ensure that the Safeguarding and Child Protection practices in the Trust are exemplary. You will direct and lead all aspects of Safeguarding in order to ensure the welfare of our students is paramount in all of our establishments.

As a member of the Senior Executive Team of the Trust, you will share our commitment to providing the highest quality of Safeguarding support to students and their families.

In addition to your experience and knowledge, you will have an enthusiastic, proactive, and positive approach, and will enjoy working across our community of schools. You will be committed to your own professional development and will take a key role in training and supporting others so that we are able to respond effectively to students' needs. You will have meticulous attention to detail, and excellent administrative and interpersonal skills. Above all, you will be committed to the values of the Trust, and to the students in our care.

We can offer you:

- An opportunity to work with highly-skilled staff who are committed to improving outcomes for students with Special Educational Needs and Disabilities
- The chance to work with our amazing young people and their families
- A comprehensive induction programme
- The opportunity to work across all settings within the Trust
- An exciting and extensive commitment to high quality professional development, identified through a strong appraisal process
- Excellent terms and conditions, including membership of the Local Government Pension Scheme, and 29 days of annual leave a year

Application process

To apply for this post please email application@thegallerytrust.co.uk or telephone Megan Barnes, Trust HR Manager, on 07944 901169 to request a candidate information pack. The information can also be downloaded from our website www.thegallerytrust.co.uk.

Please submit your application form to application@thegallerytrust.co.uk or by post. The closing date for the receipt of completed applications is 5pm on Sunday 25th April 2021.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an

Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.



About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. The majority of students attending a SEND provision in the county are educated in a Trust establishment.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2023
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

JOB DESCRIPTION

Designated Safeguarding Officer The Gallery Trust

Full time, 29 days holiday per year

Reporting to:	Chief Executive Officer
Grade:	G16, SCP 51 – SCP 54 (£54,970 - £58,034)
Job purpose:	To lead and manage Safeguarding and Child Protection for all establishments in The Gallery Trust

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at Work policy and the Dignity at Work policy.

Responsibilities:

- Lead, direct and manage strategic and operational matters for all aspects of Safeguarding and Child Protection
- Maintain and develop the high profile of Safeguarding with all stakeholders
- Undertake monitoring and evaluation in schools and support senior leaders to enhance and develop their systems and practice
- Develop and manage Safeguarding protocols, policies, processes, action plans, and systems which are exemplary and compliant
- Ensure Safeguarding and Child Protection policies are known, understood and used appropriately by stakeholders, and that every member of staff understands, and has access to, relevant policies and procedures including new staff, visiting professionals, part-time staff, agency workers, and volunteers
- Provide effective support, guidance, challenge and information for all staff regarding Safeguarding and Child Protection
- Provide training to all staff to ensure that staff recognise that they are accountable for the protection of students and that they act appropriately
- Work with local DSLs to ensure consistency of approach across the Trust
- Develop, implement and supervise appropriate responses to Safeguarding and Child Protection issues and monitor provision
- Liaise with staff on Safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- Support staff and other stakeholders by providing support, advice and expertise
- Establish and maintain effective working partnerships with other agencies and individuals, including the LADO
- Drive the identification and sharing of good practice, encouraging participation and joint working

- Identify and signpost pathways that facilitate access to specialist services to ensure appropriate packages of support for students are in place
- Refer cases to the Disclosure and Barring Service, Police and other agencies where required
- Liaise with the LADO
- Have an overview of attendance issues and work with colleagues regarding attendance concerns: take action to ensure students are safe
- Identify early signs of disengagement and develop specific interventions to encourage re-engagement with students and families
- Develop and maintain contact with families and carers to share information about students' needs
- Lead, manage and monitor record keeping, ensuring that records are detailed, accurate and secure
- Collate qualitative and quantitative data, produce reports, share information
- Attend relevant internal and external meetings, including with Trustees, the Department for Education, Local Authority
- To ensure effective and rapid transfer of information within and across educational establishments, including when students leave the Trust
- Monitor Lost in Education families
- Support HR processes, including Safer Recruitment

Other

The range of responsibilities listed above is not exhaustive and is subject to change at the direction and discretion of the CEO. This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

The Designated Safeguarding Officer will initially be based at The Gallery Trust Offices located at Northern House Academy. However, the Trust reserves the right to deploy and relocate staff to different locations depending on the needs of the overall Trust. The DSO will be required to travel throughout Oxfordshire.

SELECTION CRITERIA Designated Safeguarding Officer

	Essential	Desirable
Qualifications	<p>Designated Safeguarding lead/deputy experience</p> <p>Designated Safeguarding Lead qualification</p>	<p>Qualified Teacher Status (QTS): Qualified to degree level or equivalent</p> <p>Evidence of further qualifications towards the post</p> <p>Recent training in Safeguarding and Child Protection</p>
Skills, experience and knowledge	<p>Experience of responsibility for Safeguarding and Child Protection at a senior level in a Multi-Academy Trust or Local Authority</p> <p>Knowledge of Safeguarding and Child Protection policies, practices and procedures</p> <p>Knowledge of recording and reporting disclosures</p> <p>Experience of working with Safeguarding agencies reporting disclosures, allegations etc</p> <p>Experience in carrying out investigations into allegations toward students, staff and parents.</p> <p>Experience of dealing with a range of Safeguarding and Child Protection at a senior level</p> <p>Experience of CP meetings and case conferences</p> <p>Effective use and development of a wide range of strategies for managing poor attendance</p> <p>Up to date knowledge on Safeguarding legislation and guidance</p> <p>Up to date knowledge of current educational issues including national policies</p> <p>Know the priorities and legislation relevant to special education</p> <p>Understand monitoring and evaluating systems in a school setting</p> <p>Successful leadership and management experience</p> <p>Knowledge of Safeguarding software recording systems</p> <p>Experience of delivering training</p>	<p>Responsibility for professional development/ mentoring of colleagues</p> <p>Development of partnerships with other schools, business and the community</p>

<p>Personal Skills and Qualities</p>	<p>Commitment to safeguarding and promoting the welfare of children and young people Strong commitment to raising standards Ability to establish and maintain positive relationships, including with parents and students Good communication skills Ability to provide clear vision and direction Ability to inspire and motivate all stakeholders Evidence of developing effective strategies for improvement Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams Ability to make strategic decisions and take appropriate action to ensure successful outcomes Have a confident and diplomatic approach and a commitment to confidentiality Exemplary administrative and record keeping skills</p>	
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