The GALLERY TRUST

A community of special schools

Trust Safeguarding Officer Candidate Information Pack May 2022

Thank you for your interest in the position of Trust 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 satellite provision, and two new schools in pre-opening.

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 motivated by working with colleagues who are completely dedicated to improving outcomes for students with Special Educational Needs and Disabilities, and are enthusiastic about contributing to an effective team with very high standards, then we would be delighted to receive your application.

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



Kay Willett Chief Executive Officer

Trust Safeguarding Officer

Contract Type: Full time, permanent Grade: 13 SCP 39 - 42 Annual Salary: £43,570 - £46,662 per annum Start date: As soon as possible

The Board of Trustees is seeking to appoint a 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 work with the Trust Designated Safeguarding Manager (TDSM) to ensure that the Safeguarding is in order to ensure the welfare of our students is paramount in all of our establishments.

This role will initially involve being based in one of our schools for up to 12 months as the Designated Safeguarding Lead, creating a strong safeguarding team, and ensuring that safeguarding is embedded throughout the school. You will also have the opportunity to have oversight and management of 2 home school link workers, ensuring that the safeguarding is extended into the homes and communities of our children and families. In addition to your role as DSL in a school, you will also provide support to other schools in the Trust.

You will have a flexible approach and have experience of working in safeguarding in education settings. You will be experienced in all aspects of Safeguarding, will have thorough and up to date knowledge of Safeguarding processes, policies and procedures and will demonstrate a clear understanding of achieving compliance. 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 Education 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 download an application form from our website www.thegallerytrust.co.uk or email application@thegallerytrust.co.uk to request a candidate information pack.

If you would like to discuss the role please contact Alison Beasley, the Trust Designated Safeguarding Manager on 07385 724198 or email a.beasley@thegallerytrust.co.uk

Please submit your application form via email to application@thegallerytrust.co.uk or by post. The closing date for the receipt of completed applications is 12pm on Sunday 5th June 2022.

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. 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, health clearance, Enhanced Disclosure and Barring Check, and other appropriate checks relevant to the role. 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.





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 January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

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

Trust Safeguarding Officer The Gallery Trust

Reporting to: Trust Designated Safeguarding Manager (TDSM)

Grade: Green book G13

Job purpose: To lead and manage Safeguarding initially for up to a year at

the Orion Academy. To work with and support the TDSM to assure and embed the 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 Designated Safeguarding Manager. The Designated Safeguarding Manager 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:

- Take on the role of the Designated Safeguarding Lead in one of the Trust schools for up to a year, ensuring that the Safeguarding team are led and managed to ensure the safeguarding and protection of the students
- Develop and maintain contact with families and carers to share information about students' needs
- Support with 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
- Oversee and manage support staff
- Support the TDSM with operational matters for all aspects of Safeguarding and Child Protection in all establishments within the trust
- Work with the TDSM to ensure consistency of safeguarding across the settings in the Trust and compliance with Keeping Children Safe in Education and statutory requirements
- Undertake monitoring and evaluation in schools and support senior leaders to enhance and develop their systems and practice
- Support with the development of 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
- Support the DSM with creating and developing safeguarding training and induction materials
- Provide training to 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
- 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
- Work with the Local Academy Boards and the Board of Trustees when required
- 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
- 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, for example strategy meetings
- Work with the DSM to oversee the safeguarding for short break and alternative provisions, including creating and maintaining an "approved providers" list for our educational settings to access
- To contribute to any disciplinary process for any member of staff or volunteer, this may include production of investigative reports and providing evidence in hearings.
- Work with the TDSM to oversee the roll out of after school clubs across schools in the trust

Other

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

The Safeguarding Officer will initially be employed at The Orion Academy for 12 months initially. However, the Trust reserves the right to deploy and relocate staff to different locations depending on the needs of the overall Trust. The Safeguarding Officer will be required to travel throughout Oxfordshire.

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 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 police clearance (where appropriate).

SELECTION CRITERIA Trust Safeguarding Officer

	Essential	Desirable
Qualifications	 Designated Safeguarding lead/deputy experience Experience of working in safeguarding in education settings and other safeguarding professions 	 Qualified to degree level or equivalent Evidence of further qualifications towards the post Recent training in Safeguarding and Child Protection
Skills, experience and knowledge	 Knowledge of Safeguarding and Child Protection policies, practices and procedures Knowledge of recording and reporting disclosures Experience of working with Safeguarding agencies reporting disclosures, allegations etc Experience in carrying out investigations into allegations toward students, staff and parents. Experience of dealing with a range of Safeguarding and Child Protection issues Experience of CP meetings and case conferences Up to date knowledge on Safeguarding legislation and guidance, notably Keeping Children Safe in Education Up to date knowledge of current educational issues including national policies Know the priorities and legislation relevant to special education Understand monitoring and evaluating systems in a school setting Knowledge of Safeguarding software recording systems Experience of delivering training 	 Responsibility for professional development/mentoring of colleagues Development of partnerships with other schools, business and the community Previous experience of managing a team

Personal Skills and Qualities	 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 assessing safeguarding in educational establishments Have a confident and diplomatic approach and a commitment to confidentiality Exemplary administrative and record keeping skills 	

Your application should clearly demonstrate how well you meet the above key criteria.

May 2022