



***Our Motto is "The Pursuit of Excellence"***

## **Safeguarding Officer**

Hours: 37 hours per week, term-time only (including 5 training days) plus 5 additional days as directed by the Deputy Head [Inclusion and Diversity]

Salary: Point 15-27, £20,947.41 - £27,892.86 pro-rated (actual salary) per annum depending on experience

The Trust is seeking to appoint an additional Safeguarding Officer to its established Safeguarding Team to be the first point of contact for any member of staff who has a concern about the safety and/or well-being of a learner, and for any learners who self-refer.

We are looking for someone who is kind and compassionate but has a relentless determination to ensure that children are kept safe. You will have experience of working with children and the safeguarding requirements of schools. You must have experience of working with vulnerable families and an excellent understanding of how outside agencies can assist in the safeguarding of children.

Working as a part of the Safeguarding Team you will manage the pupil caseloads for our vulnerable families, attend meetings, respond to disclosures and liaise with external agencies. You will be responsible for the day-to-day work with families, children and outside agencies, sometimes needing to have difficult conversations with parents/carers who do not understand why there is a concern or, in extreme cases, communicate with parents/carers who are trying to cover up ill-treatment of their child. Your approach must be child-centred.

The ideal candidate will be enthusiastic, calm, caring, professional with good attention to detail. You will need to be resilient, empathetic, supportive and motivated. Full training will be given, but experience of working within Safeguarding of children is essential. This is a key role within our Trust, and the successful candidate will join a highly motivated, autonomous team intent on achieving the best outcomes for vulnerable children.

**Previous applicants need not apply.**

**Closing Date:** Open until filled. Please note that we will be running this as a rolling recruitment and selection process during the recruitment campaign, therefore please submit your application at your earliest opportunity.

**Applicants must complete the Trust's application form - we cannot accept CVs.** When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered. An Application Form and recruitment information can be downloaded from our website [www.woottonupper.co.uk](http://www.woottonupper.co.uk) or requested by email from [recruitment@wootton.beds.sch.uk](mailto:recruitment@wootton.beds.sch.uk).

Please return the completed Application Form either by email to [recruitment@wootton.beds.sch.uk](mailto:recruitment@wootton.beds.sch.uk) or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

***Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Wootton Academy Trust is committed to diversity in our workforce and welcome applications from all sections of the community. The role is covered by Part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. All applicants must have the right to live and work in the UK.***

***A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!***