



MOUNTS BAY
ACADEMY



Safeguarding Officer

Job Description



Proud member of the Leading Edge / Academies Partnership

Welcome to the Leading Edge Way



I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most

importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer



Principal – Mr S Royle BA (Hons) PGCE NPQH

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
TR18 3JT

www.mountsbay.org

Salary scale: H £26317.00 - £30607.00 subject to experience

Contract Type: Term Time Only – 37.5hrs per week + 10 days across the year (flexibility required)

Contract Term: Full-time permanent.

Safeguarding Officer

We are looking for a Safeguarding Officer to join our thriving Academy in supporting the Principal, Executive Team and all Academy pupils.

Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills. Applications must be able to work in a team environment and under their own initiative, whilst maintaining absolute discretion. This is a term time only position so the successful post holder will benefit from most of the school holidays, although this is a requirement to work an additional 2 weeks during the academic year.

The role of the Safeguarding Officer is central to the organisation and smooth running of the school.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals of the Academy and be able to support a vision within which students are well prepared for the modern world.

Application forms and information pack are available via our school website or on request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email:

mjenkin@mountsbayacademy.org

Closing date for applications: 10/07/2024

Interviews: tbc

Start date: Sept 2024

MBA is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Please send your completed application form to Malvina Jenkin mjenkin@mountsbayacademy.org, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome

Dear Applicant,

Thank you for expressing an interest in the post of Safeguarding Officer. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay's reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to reach their true potential. We pride ourselves in fostering a natural ability, ambition and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school's ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can make a contribution in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely



Simeon Royle

Principal

Job Description

Post Title:	Safeguarding Officer
Purpose:	<p>To lead on all safeguarding and child protection matters arising at Mounts Bay Academy, supporting all staff in dealing with any child protection/vulnerable children concerns that may arise.</p> <p>Following liaison with the DSL, referring cases of suspected abuse to the local authority children's social care as required.</p> <p>Ensure the safeguarding systems and processes across the Academy are consistent, efficient, and rigorous.</p> <p>Assessing the training needs of staff and implementing and maintaining an ongoing training programme for all staff including induction training for all newly appointed colleagues.</p> <p>Ensure that all students within the academy are safe and well looked after.</p>
Reporting to:	Vice Principal Social Development and DSL
Liaising with:	<p><u>Internal:</u> Principal, Senior Management Team, Staff, Pupils, Volunteers and Governors</p> <p><u>External:</u> Parents/carers, External Agencies, and members of the public.</p>
Scope:	<p>Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:</p> <ul style="list-style-type: none"> • protecting children from maltreatment • preventing impairment of children's mental and physical health or development • ensuring that children grow up in circumstances consistent with the provision of safe and effective care

MAIN (CORE) DUTIES

Main Duties and Responsibilities
<ul style="list-style-type: none"> • Taking action to enable all students to have the best outcomes – academically and socially • To achieve the highest possible levels of safeguarding and well-being for all pupils at Mounts Bay Academy • To act as one of two DDSLs • To liaise with the DSL and the second DDSL ensuring that information is shared and action plans are drawn up for relevant students.

- Ensure that record keeping via the CPOMS system is accurate and up to date. SG info is shared with the correct people whilst maintaining the necessary confidentiality.
- To represent the Academy at external multi-agency safeguarding meetings, maintaining and creating links with external support agencies to refer students as appropriate or offer advice.
- To act as one of the points of contacts for external agencies relating to safeguarding and well-being issues.
- To support students affected by Operation Encompass incidents.
- Play a key role in working closely with academy staff to ensure student safeguarding needs are met and respond appropriately to all safeguarding referrals.
- Make referrals to external agencies including MARU, Police, Children’s Social Care, EHH, School Nursing Service, counsellors, and other third party providers etc.
- Play a key role in providing support to vulnerable students and adults including young carers, those on a CP plan, children in need, LAC and PLAC students and those at risk, etc.
- Monitor the attendance of vulnerable students including LAC and PLAC, safeguarding cases, liaising closely with curriculum staff to provide non-academic support interventions where required.
- Complete safeguarding referrals where necessary and offer support and guidance to staff on all safeguarding matters
- To contribute to the provision of guidance and information offered by the Safeguarding and Well-being Team
- Working with the DSL, prepare and deliver safeguarding training and updates for all staff and maintain regular liaison with teaching staff to ensure safeguarding policies and procedures are familiar to staff and students and are used and are effective.
- Be aware of the Prevent agenda and work closely with the SPoC ensuring that Prevent referrals are triaged and then handled according to the most up to date advice.
- To be involved with the planning and delivery of short-term Safeguarding interventions and professional development through 1:1 and group work for referred learners on a range of issues affecting young people, for example, Keeping Children Safe in Education, suicide prevention safety plans and risk assessments, consent and healthy relationships, peer on peer abuse, e-safety, female genital mutilation and child sexual exploitation.
- Attend Safeguarding, Practice Development meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements and lessons learned.
- Leading, managing, quality assuring and embedding Safeguarding within the Academy.
- Supporting the Senior Leadership Team with Ofsted compliance.
- Refer cases where a crime may have been committed to the Police as required.
- To remain up to date with all current and new statutory legislation, Safeguarding briefings and relevant guidance from local and national bodies.
- To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- Work with the SENDCO and the Student Support Team to arrange any 1 to 1 meetings or daily check-ins with students who are raised as a concern.
- To support with Risk Assessments and Safety Plans for identified vulnerable students
- Updating the weekly Staff Bulletin with safeguarding tips and information.

Other Specific Duties

- To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we:

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and duties and responsibilities may change as directed by the Principal.