



# Lord Grey Academy

## Lord Grey Can



## SAFEGUARDING OFFICER

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





# Lord Grey Academy

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### Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all pupils are valued and included. Pupils at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan  
Associate Principal

Jim Parker  
Executive Principal





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## Advertisement

### SAFEGUARDING OFFICER

Permanent

**Hours of Work 8.30am – 4.30pm Mon- Thurs, 4pm on Fridays**

**37 hours per week**

**39 weeks per year - Term time plus training days**

**Tove Learning Trust Band G £20,493 - £22,627**

**Actual annual starting salary: £17,526 per annum**

We are seeking to appoint a Safeguarding Officer to work closely with the academy's Designated Safeguarding Lead, safeguarding team as well as all academy staff, to ensure the effective implementation of safeguarding policies and procedures across the academy. The successful candidate will attend Safeguarding meetings and update actions required on identified students, act as Supervisor for the CPOMS system and record and monitor safeguarding issues.

To be successful for this role you will need to have an understanding and experience relating to safeguarding. An understanding of multi-agency working is preferable.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Friday 21<sup>st</sup> January 2022.

Only successfully short listed candidates will be contacted.

### **Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.**

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





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## JOB DESCRIPTION

Our motto is: Lord Grey Can. Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

Role: Safeguarding Officer  
Responsible to: Vice Principal – Pastoral and Assistant Principal, Director of Inclusive Learning  
Hours: 37 hours per week, 39 weeks per year  
Grade: Grade G point 8 to 13

### Job Context

The Safeguarding Officer will work closely with the academy's Designated Safeguarding Lead and safeguarding team as well as all academy staff, to ensure the effective implementation of safeguarding policies and procedures across the academy.

### Key Responsibilities

- To attend Safeguarding meetings and update actions required on identified students
- To act as Supervisor for the CPOMS system
- To record and monitor safeguarding issues

### Job Description

#### Responsibility area 1

##### To attend Safeguarding meetings and update actions required on identified students

- 1) When appropriate make referrals to the Multi-Agency Safeguarding Hub (MASH), adult services, police or other agencies
- 2) Take minutes of safeguarding meetings ensuring accurate records are kept for the future.

#### Responsibility area 2

##### To act as Supervisor for the CPOMS system

- 3) Monitor CPOMS identifying actions required in response to safeguarding issues raised.
- 4) Support with the input of safeguarding information into the CPOMS system.
- 5) Ensure relevant staff have appropriate access to the CPOMS system.
- 6) Lead on relevant CPOMS training for staff.
- 7) Where appropriate assign actions using CPOMS for other members of staff when responding to safeguarding issues.
- 8) Monitor assigned and delegated actions and ensure they are acted upon.
- 9) To keep specific logs up to date and enter this information onto CPOMS, including but not limited to: bullying, homophobic and racist incidents, sexual harassment and sexual incidence.





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### Responsibility area 3

#### To record and monitor safeguarding issues

Provide administrative support for the Safeguarding Lead and Safeguarding Team.

- 10) Liaise with schools and other external agencies to gather safeguarding information.
- 11) Respond to low level safeguarding issues taking appropriate action ie, talking to students, gathering information, etc.
- 12) Where appropriate ensure safeguarding information for students progressing on to other education establishments is passed on securely and timely
- 13) Produce reports and statistical information eg half termly Safeguarding Report to Governors
- 14) Maintain and update the Barriers to Learning sheet.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





### PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	How evidenced
Level 2 qualification in Communication/Literacy/English	✓		A
Level 2 qualification in Numeracy/Maths	✓		A
Appropriate qualification in the field of expertise e.g. Safeguarding L2/L3, Multi- Agency Working etc.		✓	A
Evidence of directly relevant training and development activities/updating		✓	A
Experience	Essential	Desirable	How evidenced
Experience using electronic systems to manage and store information.	✓		A I
Experience of working with a wide range of agencies	✓		A I
Experience of working in Education		✓	A I
Experience of arranging exam support for learners with additional learning needs		✓	A I
Experience of using the CPOMS system		✓	A I
Knowledge/Skills	Essential	Desirable	How evidenced
Excellent communication skills	✓		A I
Excellent IT skills	✓		A I
Ability to take minutes and meeting notes	✓		A I
Knowledge of disabilities/medical conditions/sensory support needs		✓	A I
Ability to develop positive, collaborative working relationships with teaching teams, parents and external partners	✓		A I
Knowledge of safeguarding legislation and personal responsibilities		✓	A I
Ability to co-ordinate and organise data and information in a timely and logical fashion	✓		A I
Willingness to adopt new working practices and adapt to change	✓		A I
Ability to work under pressure and meet tight deadlines	✓		A I
Ability to demonstrate an understanding of safeguarding and equality, and their importance relevant to the role	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference





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### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

### How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.







# Lord Grey Academy

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### How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

