



Drapers' Academy

Safeguarding and Inclusion Officer (Deputy DSL)

Application Pack

www.drapersacademy.com

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill, Romford RM3 9XR

Welcome

Dear Applicant

I am proud and privileged to be Principal of Drapers' Academy and am utterly committed to ensuring that we provide the best opportunities for all of our pupils, students and their families. Drapers' Academy is a Harold Hill school committed to serving our community and in our vision statement we make clear that our focus is both to maximise academic attainment and support our young people to lead fulfilling lives. At Drapers' Academy we have very high expectations of ourselves: staff, teachers and all of our pupils and students.

I am committed to building upon the successful school that Ofsted recognised in our 2020 Inspection. We have a hugely experienced and committed staff who are totally focused on ensuring that all pupils and students succeed and enjoy coming to school. Our culture is based around our three core values. Our community know that at Drapers' we are Purposeful, Respectful and Kind.

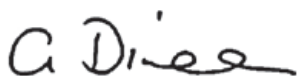
What makes Drapers' Academy special?

- We are one of a decreasing number of schools that are determined to provide a diverse and engaging KS3 curriculum that includes art, music, drama, ICT and Design Technology including Food Technology along with the core subjects of maths, English, Science, the humanities, languages including French and Spanish and PE.
- All of our pupils have the opportunity to go on an amazing variety of trips and visits. We subsidise these so that all of our community can be involved. They include trips to France, Germany, theatre trips and a range of educational visits.
- Links with, and support for our pupils from, Queen Mary University and the Drapers' Company, our two sponsors.

As a school we are committed to the professional development of all staff. All teachers are part of our Instructional Coaching programme, our principal model for improving teaching which stands completely outside of the appraisal system. We work on the premise, not that we are not good enough, but that we can all be better.

Drapers' Academy remains, as ever, committed to supporting the children and families from our community. If you are passionate about education and its power to transform lives, if you are able to both challenge others and respond positively to challenge, I look forward to reading your letter of application and finding out more about you.

Good luck and best wishes



Gillian Dineen
Principal



About Us

Drapers' Academy opened in 2010 and since then we have made great strides in achieving our vision of becoming a successful, all-ability school. In 2012 we were honoured when Queen Elizabeth II officially opened our award winning facilities. Since 2014 we have been oversubscribed for Year 7 places, five years ago we increased our planned admission number from 180 to 210 places.

We have an amazing building situated within large grounds. Pupils and students treat the building with respect and are proud of their school. Our Sixth Form has grown and we are almost at our capacity of 200 students.

We have worked hard to serve our families and become an integral part of our local community. We have proven that we provide every one of our pupils and students with the best possible education available and that local children do not have to leave Harold Hill to receive an excellent education. Our aim is to ensure we provide the best possible foundation for every child to succeed.

We are committed to attaining the best possible GCSE and A level results for our pupils and students. However, our success is not exclusively academic. Our specific enrichment programmes ensure our pupils and students leave the Academy as confident young adults able to use their education and skills in their chosen career path. Last year we were delighted when 80% of our Year 13 students achieved a place at their chosen university.

In March 2020, Ofsted judged us as Good in all areas and acknowledged us as a rapidly improving school. It is vital that we continue to move forward and this role will be an important part of our future success.

Staff development is very important to us and we have a range of professional development opportunities including NPQML and NPQSL programmes for our staff. We hold weekly teaching and learning briefings for all teaching staff and this is supplemented by an extensive in-house CPD offer. We care about staff wellbeing and have a forever adapting programme of support for all. Recent examples include yoga classes, a modern fitness suite and a variety of workshops.

We are proud to be at the heart of the Harold Hill community, committed to educating confident, articulate and successful young people.

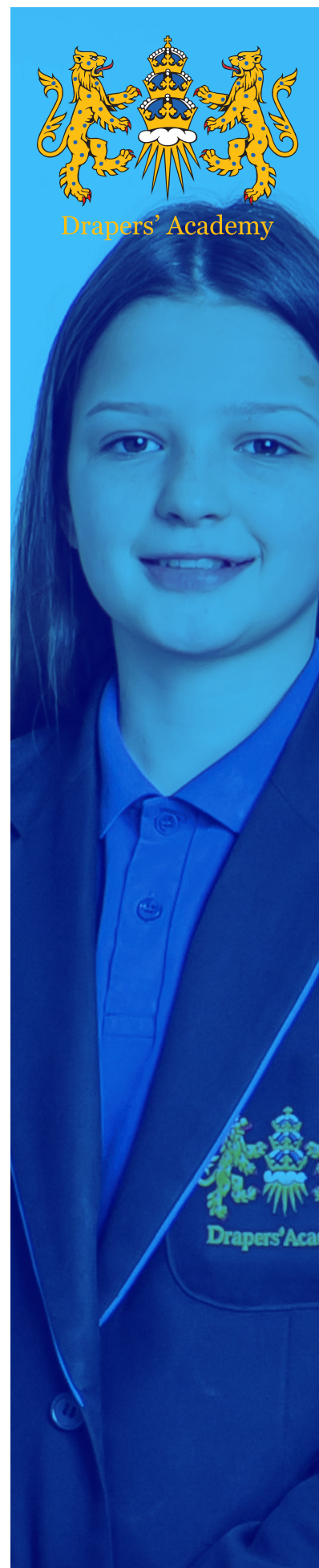


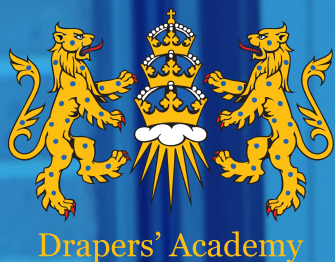
“Pupils are polite, respectful and accepting of others.
They are courteous to their peers and towards adults,
including visitors.”

OFSTED INSPECTION, MARCH 2020

“The principal leads with integrity. Staff feel valued
and well supported by leaders. They say they are proud
to work at the school.”

OFSTED INSPECTION, MARCH 2020





Drapers' Academy Key Information

Pupils On Roll

1,226 Year 7 - 11: 1,040
Sixth Form: 186

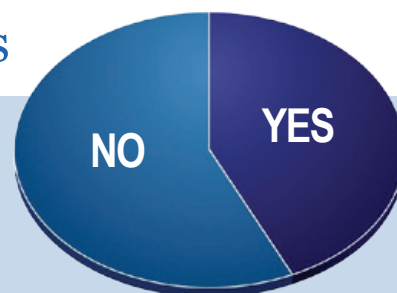
Ofsted Rating



Drapers' Academy was assessed as a Good Provider by Ofsted in March 2020. Please visit our website to view the full inspection report.

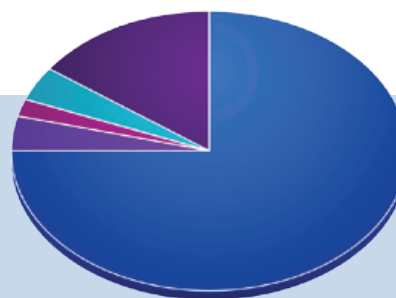
Pupil Premium Pupils

43%



First Languages

English: 75% Lithuanian: 4%
Romanian: 4% Polish: 2%
Other Languages: 15%



SEND

12% EHCP: 3%
SEND SEND Support: 9%

Safeguarding and Inclusion Officer (Deputy DSL)

Department Introduction: Safeguarding

We have an established and supportive safeguarding team at Drapers' Academy that cares for, monitors and supports all pupils and their families with any safeguarding concerns. Our Safeguarding team consists of the DSL, DDSL, Pastoral Managers and Senior Leaders who work together to ensure that all pupils are kept safe in school. We are looking for an experienced and passionate Safeguarding and Inclusions Officer, who cares about the welfare and safety of children, to join our team and further enhance the support we can offer our pupils.

Application Process

Post Start Date: • **ASAP**

Candidates are encouraged to visit the school. However, it is understood that this may not be possible.

Closing Date For Applications: • 10.00am Monday 17th June 2024

If you would like to apply for this post please complete your application online at TESjobs.

If you have any questions please contact Sue Lucey (Executive PA) by email slucey@drapersacademy.com or telephone 01708 371331. References may be contacted as part of the initial shortlisting process.

Applicants are requested to read the information carefully, especially the job description and person specification (found on the following pages). Please ensure your application satisfies the criteria in the person specification and you display evidence of this in your formal letter of application.

You must complete the reference section with TWO referees.

Please note that the first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children.

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.



Job Description

Job Title

Safeguarding & Inclusion Officer
(Deputy DSL)

Reports to

Designated Safeguarding Lead

Location

Drapers' Academy

Hours

Term Time Plus 6 weeks totaling 44 weeks

Contract Type

Permanent

Salary Point

6 Spine Point 12 - 15

Actual Salary : £29,108 - £31,016 depending on experience (FTE £30,033 - £31,440)

Job Purpose

To support the Designated Safeguarding Lead to fulfill their role of safeguarding all pupils and staff by taking on aspects of and managing casework commensurate with a post on this scale.

To be part of the pastoral team to promote and support student success and wellbeing across the school.

Main Responsibilities**Safeguarding Students**

- Ensure the DSL is notified of any urgent safeguarding concerns immediately.
- Inform the Designated Safeguarding Lead of safeguarding issues as appropriate.
- Upon request from the DSL, liaise with the case manager and designated officers at the local authority for child protection concerns.
- Support the DSL by acting as a source of support, advice and expertise within the school.
- Make referrals and complete Multi Agency Referrals (MARFS) in response to safeguarding concerns raised.
- Promote a culture of listening to children among all staff, ensuring that children's feelings are heard and acted upon
- Support parents of vulnerable students in attending school meetings
- Work closely with pastoral staff on the safeguarding of children in their care.
- Liaise with and share information with parents / carers on the safeguarding of their children, as appropriate.
- Act with integrity, maintaining confidentiality at all times.

Management of Safeguarding

- Manage CPOMS entries triaging and referring as appropriate to ensure all matters are dealt with quickly and according to urgency.
- Keep detailed, accurate and secure written records using CPOMS.
- Manage CPOMS, including adding and removing staff, delegating access rights and collating reports.
- Manage the preparation for meetings with statutory bodies and other external agencies as appropriate.
- Ensure that meetings are held in accordance with statutory regulations.
- Attend and contribute to multi-agency meetings effectively when required to do so.

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- Understand the relevant data protection legislation and regulations, especially the data protection act 2018 and the UK General Data Protection Regulation (UK GDPR).
 - Ensure school safeguarding files are kept up-to-date and shared where necessary.
 - Where children leave the school, ensure the secure transfer of their child protection file to their new school as soon as possible, separately from the main pupil file.

Supporting Inclusion

- Where appropriate support Children Looked After (CLA) pupils including attending and completing PEP meetings and termly review meetings.
- Work closely with CLA pupils, their families, and other professionals to ensure the correct support is in place.
- Work with attendance teams to support procedures in ensuring good attendance, especially those with safeguarding concerns

Training and Personal Development

- Complete DSL training every 2 years.
- Attend training to ensure that your practice in relation to safeguarding remains fully compliant with statutory guidelines (including Prevent).
- Undergo training to develop and maintain the knowledge and skills required to carry out the role.
- Alongside the DSL, organise and run safeguarding training for staff.
- Monitor updates and changes from the DfE, KCSIE, local authority and other agencies to ensure staff are aware of all relevant changes and updates.
- Alongside the DSL, ensure Governor training is up to date and evidenced correctly.
- Model best practice and always uphold the principles of confidentiality and data protection.
- Alongside the DSL, support in the monitoring of staff training.

Policy and Procedure

- Alongside the DSL, ensure school safeguarding policies and procedures are up to date, accessible and located in the correct places.
- Support the DSL in completing relevant (and statutory) safeguarding audits.
- Support the DSL in preparing necessary governor and trustee documentation

Wider Responsibilities

- Provide weekly and termly analysis of safeguarding data as requested.
- Work with the inclusions team to organise relevant support for pupils and their families following safeguarding concerns.
- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures, especially new and part time staff.
- Ensure safeguarding information and displays are kept up to date and easily accessible for staff and pupils.
- Ensure safeguarding files for pupils moving schools are received quickly and stored securely.

Other Duties

- In the event of an emergency to adhere to the office evacuation procedures and to assist with an accurate roll call.
- To assist in the promotion of the school through sensitive dealings with children, parents and visitors
- Conduct mentoring and group sessions with groups of pupils including vulnerable pupils.
- Comply with policies and procedures relating to equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post.

This job description may be subject to amendment, to meet the changing needs of the Academy and following appropriate consultation.

Safeguarding Children

Drapers' Academy is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure and online vetting check.

Person Specification

| Category | Essential | Desirable |
|---------------------------------------|---|--|
| Qualifications and Training | <ul style="list-style-type: none"> English and maths GCSE A-C (or equivalent) Qualified to a good academic level. Must drive and have access to a vehicle. Willing to conduct home visits. | <ul style="list-style-type: none"> Up-to-date training in key areas such as Prevent, FGM, HSB Safeguarding Level 3 training |
| Experience | <ul style="list-style-type: none"> Understanding of safeguarding and pastoral work Experience of working with young people with complex needs Experience of working with young people in a school, sixth form college or FE college or in another educational or youth work setting Experience of working with a team of adults | <ul style="list-style-type: none"> Experience of line managing others Strong behavior management skills Knowledge of safeguarding legislation, guidance and relevant support agencies Experience of collaborating with other agencies and making referrals with multi-agency teams Experience of meeting with parents and pupils Experience of meeting with support agencies and social care |
| Skills, knowledge and aptitude | <ul style="list-style-type: none"> The ability to work flexibly as part of a team and to work cooperatively and collaboratively. Evidence of a good record of attendance and punctuality, and an ability to cope under pressure. Ability to motivate and lead others Experience of using Google, MS Word, Powerpoint and Excel Be able to manage and prioritise complex tasks, demonstrating use of initiative. Ability to work under pressure and cope with challenging issues around child protection Work to deadlines with minimal supervision and prioritise effectively Be self-motivated and driven High level interpersonal and communication skills | <ul style="list-style-type: none"> Knowledge of and commitment to providing support to students with complex needs. Knowledge of and commitment to strategies to ensure inclusion and equal opportunities Good administrative and organisational skills. The ability to prioritise changing demands whilst managing own workload. |
| Personal Attributes | <ul style="list-style-type: none"> Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders. A “can do” attitude towards supporting the aims and ethos of the school Commitment to the protection and safeguarding of children and young people. Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively Be able to manage and maintain effective working relationships with parents/carers/governors and other stakeholders | <ul style="list-style-type: none"> Energy, ambition and enthusiasm with a willingness to develop new skills. |



Drapers' Multi-Academy Trust & Our Sponsors

Founded in 2014, Drapers' Multi-Academy Trust aims to be at the heart of the local community it serves. We aim to deliver to local families an excellent education and create new opportunities for our pupils.

As a Multi-Academy Trust we strive for our schools to be among the most successful all-ability schools in their area. We will achieve this through traditional values and laying the foundations for outstanding education to be taught.

Our sponsors are highly experienced and passionate about education.



www.thedrapers.co.uk

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.



www.qmul.co.uk

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.



“Trustees and governors know the school well.”

OFSTED INSPECTION, MARCH 2020

Benefits of Working With Us

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career.

We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

If you join our Trust then you will have access to the following:

- A clear vision to deliver high standards of education and serve our community
- A committed and supportive Senior Leadership Team
- Proactive staff led Wellbeing Team and wellbeing activities
- Free access to the Employee Assistance Programme provided by the Education Support Network, offering support, information and advice
- State-of-the-art campus surrounded by acres of countryside
- Committed, generous sponsors: The Drapers' Company and Queen Mary University of London
- Class size averaging 25
- Live marking approach
- Opportunities to teach across KS3, 4 and 5
- An employer who invests in the development of staff with a commitment to ongoing professional development
- Free onsite gym
- HES Rewards (discounts to various high street shops and online stores)
- Eye care scheme
- Centralised detention model
- Our own 6th Form area dedicated to A Level teaching
- Cycle to work scheme
- Membership of the Havering Teacher Training Partnership and the Ambition Institute to support
- ECT induction, teacher training and CPD of staff at all levels
- Fully subscribed
- Staff events at Drapers' Hall
- Short bus journey from Harold Wood (Cross Rail) train station
- Additional non-contact time for instructional coaching
- Collegiate coaching CPD and additional Breakfast CPD
- Opportunity to apply for NPQ qualifications
- Close proximity to the M25 (Junction 28, Brentwood) and the A12 for ease of access from London, Kent, Essex or Hertfordshire
- Ample free, secure, on-site parking
- Close to Harold Wood Station on the Elizabeth Line





Drapers' Academy

Total Capacity

1,250 Children

Building Floor Size

10,000 sq metres
(2½ acres)

Year 7 - 11

1050 Pupils

Sixth Form

200 Students

Grounds

23 Acres

Sports Pitches

3 Grass Pitches
All weather Astroturf
Netball and Hard Courts

Indoor Climbing Wall

Exercise Suite and Gymnasium

Theatre and Dance Studio

Year 7 Dedicated Area

Exclusive Sixth Form Area

Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

Drapers' Academy

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Romford RM3 9XR

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Chair of Governors

Mr Oliver Everett

Principal

Ms Gillian Dineen

