

RECRUITMENT PACK

Safeguarding Officer

Educational Diversity
01253 476660/476663
www.eddiversity.com



Dear Applicant



Thank you for your interest in the position of Safeguarding Officer at Educational Diversity. We hope the information within this pack provides you with sufficient detail to determine whether you possess the right qualities, skills, and experience to apply for this role.

At Synergy Education Trust, teamwork lies at the heart of everything we do. Collaboration has strengthened our schools and enriched both the central team and individual schools within the Trust.

We are looking for an exceptional Safeguarding officer to join our Educational Diversity Team. This is an exciting opportunity to play a key role in our school Pastoral team, providing vital support to our students, families and the staff team.

The ideal candidate will:

- ✓ Have excellent communication and organisational skills
- ✓ Be efficient and detail-oriented
- ✓ Be a proactive and people-focused team player
- ✓ Be committed to improving services that ultimately enhance outcomes for children in our schools

If you are looking for a rewarding role where you can make a real impact, we would love to hear from you!

Established in April 2024 with three founding schools, Synergy Education Trust has since grown, welcoming two additional schools in September 2024. We are now entering an exciting period of further expansion and development.

This is a transformative time for Synergy Education Trust as we continue to lay the foundations for sustainable growth, development, innovation, and improvement. Strong collaboration among school leaders across our Trust has been key to overcoming challenges in education and achieving coordinated and effective solutions.

At Synergy, it is a privilege to work alongside a talented and dedicated team of professionals who tirelessly provide the best opportunities for young people within our community. If you share our vision, drive, and commitment to supporting our schools, staff, and pupils, we would be delighted to hear from you. Together, we can make a lasting impact on the lives of children and young people across the Trust.



Victoria O'Farrell

V O'Farrell
Head Teacher,
Educational Diversity

ABOUT OUR SCHOOL

Educational Diversity is proud to be an Alternative Provision Academy, our students come to us through various different routes as they cannot access mainstream Education. We believe in creating an enjoyable and safe learning environment where every student feels valued and wanted. At Educational Diversity, our mission is to provide an adaptive and nurturing space that ensures each child feels included and cherished, allowing them to flourish.

We prioritise inclusivity, trauma-informed practices and unconditional positive regard, offering a welcoming school with abundant positive enrichment opportunities. Our aim is to be a place that students, parents and staff can be proud of, cultivating a creative curriculum that prepares students for future success.

We focus on building resilience and encouraging collaborative work to achieve positive outcomes, supporting each child in integrating successfully into society. Our goal is to ensure that every student feels included and capable of reaching their full potential.

Our friendly and professional staff are dedicated to making our school a happy place, with a child-centred environment tailored to the unique needs of young people. We provide a fresh start for students, helping them transition back into mainstream education with confidence.



Empowering Every Child to Thrive and Flourish

VISION AND VALUES

Educational Diversity is an intervention and not a destination we ensure every child receives the support they need to thrive, flourish, and succeed.

We Believe Statements:

Quality of Education

We believe that every student deserves a high-quality education in a nurturing environment where they feel valued and cherished. At Educational Diversity, we strive to provide an adaptive and inclusive curriculum that prepares students for future success, ensuring each child can flourish and reach their full potential.

Personal Development

We believe in nurturing the personal development of every student, ensuring they feel included and capable of thriving. Our dedicated staff provide a child-centred environment with abundant positive enrichment opportunities, supporting students in developing confidence and preparing for successful integration into society.

Relationships and Behaviour

We believe that positive relationships and a safe, supportive environment are foundational to effective learning. By actively listening to students and ensuring they feel valued, we cultivate a sense of belonging and responsibility that encourages regular attendance. Our commitment to inclusivity, trauma-informed practices, and collaboration fosters respectful and constructive interactions, helping students build resilience, work together successfully, and thrive in their academic and personal journey.

Leadership and Management

We believe that strong leadership and effective management are crucial to creating a happy and successful school. At Educational Diversity, we value our dedicated and professional staff, recognising their essential role in building a supportive community and ensuring that every child receives the support they need to succeed.

Empowering Every Child to Thrive and Flourish.

Empowering Every Child to Thrive and Flourish

ABOUT THE TRUST

Synergy Education Trust, formed on April 1st, 2024, is an innovative and collaborative 6-school trust based in Blackpool and the Fylde Coast. All of our current schools are within a 6 mile radius.

**Boundary Primary School**

**Educational Diversity**

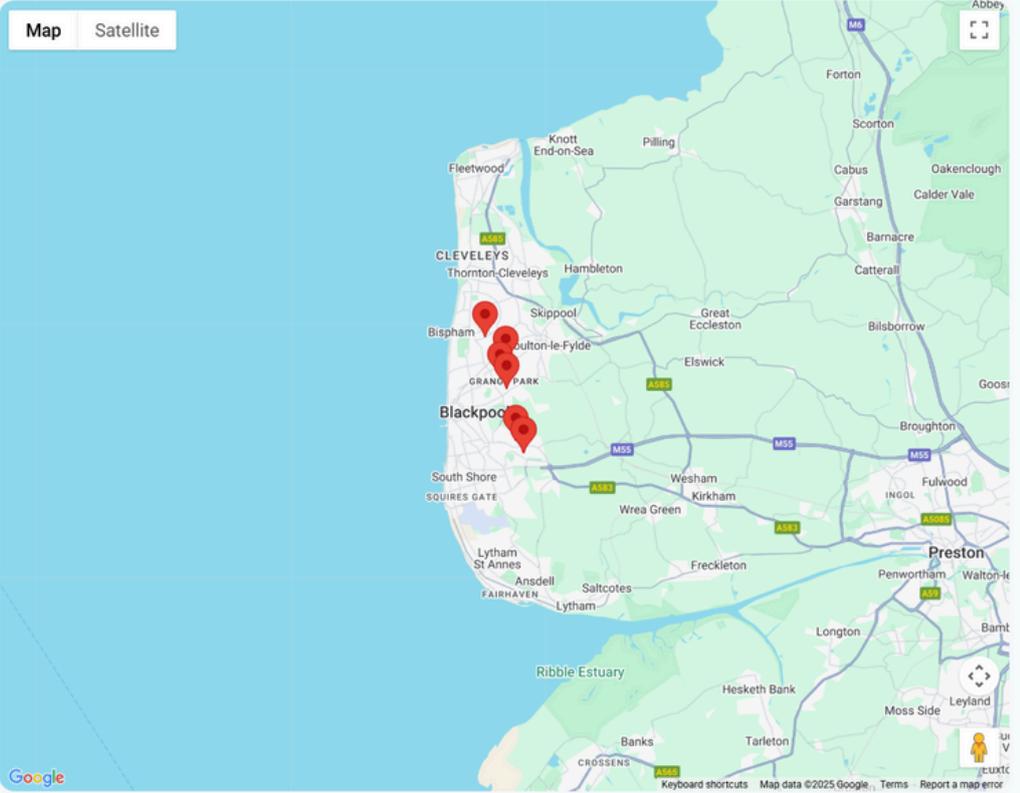
**Highfurlong School**

**Moor Park Primary School**

**Stanley Primary School**

**The Maple School**

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WHY WORK AT SYNERGY EDUCATION TRUST?

The Trust is based in the North West on the Fylde coast. Currently all six schools in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our central office is based at Stanley Primary School, Blackpool which has close links to the M55 motorway network.

At Synergy we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

We pride ourselves on being an employer that continually invests in our employees as we know that it is our staff who will ensure that we meet our vision.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.



“

I absolutely love working at Moor Park and think joining Synergy is a wonderful step for our children and school. I feel extremely supported and feel that if I ever had any concerns, I could voice them with the Synergy team and be listened to.

”

R Simpkin
Moor Park Primary School

“

The support provided by the central team and fellow leaders fosters a sense of community and reassurance. This collaborative network is invaluable for sharing experiences, guidance and collective problem solving.

”

H Moyes
Boundary Primary School



EMPLOYEE BENEFITS



Competitive Salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do. We are a Living Wage Foundation employer. This ensures we are treating people fairly across the Trust as well as remaining competitive.

Terms and Conditions

The Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between Synergy Education Trust and the national Trade Unions and Professional Associations.



Enhanced CPD

The Trust values the contribution of its skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are available upon application and subject to business need.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request an arrangement such as a job share, a part-time role or flexibility with home working.



Support and Guidance

Our Employee Assistance Programme offers free and confidential advice available 24hrs, 7 days a week, 365 days a year. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. There is also access to an online health and wellbeing resource.

Annual Leave

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff (for those staff who are on a full year contract). This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated.



Pensions

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution

Advanced Voluntary Contributions

LGPS support staff can make additional contributions into a scheme to top-up their pension. This is a "shared cost" scheme, which means that your contributions reduce the amount of tax and employee national insurance contributions that you pay.



SAFEGUARDING OFFICER

Contract type: Permanent

Contract Term: Term Time + 1 week for staff training days

Hours: 37 per week

Grade: NJC Grade F (SCP 19-24) £31,067 - £34,314 pro rata / per annum

Salary: £31,067 - £34,314 pro rata / per annum

Annual leave entitlement: N/A

Would you like to make a difference to the lives of young people?

Educational Diversity has an exciting opportunity for a dedicated and compassionate individual to join our team as a Safeguarding Officer, supporting children and their families to access education and thrive within our provision. We are seeking someone who is enthusiastic, self-motivated and flexible, with the ability to work both independently and as part of a wider team.

About the Role

As a Safeguarding Officer, you will play a key role in ensuring the safety, welfare and educational engagement of pupils within the designated Centre of Educational Diversity. Working closely with the Lead Teacher, Pastoral Lead and wider multi-agency partners, you will provide safeguarding oversight and wrap-around support for young people and their families.

The ideal candidate would have:

- Has strong safeguarding knowledge and experience working with children, families and multi-agency partners.
- Is able to work with sensitivity, empathy and professionalism.
- Can prioritise workload effectively while remaining responsive to urgent safeguarding needs.
- Communicates confidently and clearly with pupils, families, staff and partner agencies.
- Works well independently and collaboratively within a team environment.

Closing date: 27th Jan 2026

Interviews to be held: 5th Feb 2026

Please return all completed application forms to be returned to registry@eddiversity.blackpool.sch.uk

SAFEGUARDING OFFICER



Job Description – Please find full Job description and person specification attached

Main purpose of the role:

To work collaboratively with teachers, support staff and senior leaders as part of a professional, child-centred team to identify and support the safeguarding needs of our children. This will in turn enhance the teaching and learning experience for young people within Educational Diversity.

The role is dedicated to supporting pupils who have additional emotional, behavioural, social and/or medical needs, ensuring they receive the personalised guidance and interventions required to overcome barriers to engagement and achievement.

The primary focus of the position is the safeguarding and welfare of young people, ensuring that concerns are identified promptly and addressed through appropriate support, interventions and multi-agency collaboration. The role also plays a key part in promoting and improving pupil attendance, developing strategies to help young people re-engage with education and secure positive outcomes.

As the first point of contact for safeguarding needs, the postholder will provide timely, empathetic and solution-focused support, helping to create a safe, nurturing and inclusive environment where all young people feel valued and able to succeed.

Key responsibilities:

- To take a leading role in safeguarding our pupils through close liaison with the Designated Safeguarding Lead, Lead Teacher and Pastoral Lead
- To contribute to the development of safeguarding and child protection policies, training and procedures.
- Establish and maintain relationships with the young people, their families and other professionals, ensuring young people have wrap around support with an appropriate multi-agency approach
- Alongside the Lead Teacher, receive and coordinate referrals, arranging action and reviewing services for pupils and their families.
- To arrange and attend Professional's meetings where concerns have been raised as required.
- Contribute to and support in Child Protection / Safeguarding, SEN Reviews, 'Our Child' meetings and complete EHA / MARF referrals where appropriate
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection
- Contribute to and implement individual learning plans, whole school plans, initiatives and strategies to improve pupil behaviour and attendance.
- To work directly with children in need and their families in order to prevent children from suffering significant harm.
- Undertake home visits where there are concerns over attendance and safeguarding.
- Work to ensure a smooth transition of pupils between educational provisions.
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This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

SAFEGUARDING OFFICER



Person Specification

Qualifications

- ✓ National qualifications Level 3, A Levels or extensive experience
- ✓ Minimum Grade 4/C in GCSE Maths and English
- ✓ Evidence of relevant professional development

Experience

- ✓ Prior experience of working directly with children in need and their families in order to prevent children from suffering significant harm
- ✓ Previous experience of attending and participating in child protection core groups and conferences as required by Local Authority and Social Services
- ✓ Experience of dealing with emotional situations where students may become distressed
- ✓ Experience of reporting any pupil safeguarding or behavioural issues in line with school policies.
- ✓ Working within an educational setting
- ✓ Delivering engaging activities to disaffected young people

Knowledge and skills

- ✓ Knowledge of current safeguarding legislation and how this could be implemented in a school setting.
- ✓ Ability to communicate effectively and build positive relationships with external agencies to safeguard, improve pupil behaviour and communicate with pupils, parents/carers, this will involve the sharing of confidential and sensitive information with multi agencies.
- ✓ Ability to provide 1:1 support for pupils when needed
- ✓ Ability to build positive relationships with young people
- ✓ Accurate monitoring, assessing and recording
- ✓ Ability to respond to pupils needs in a flexible and creative way
- ✓ Effective communications skills
- ✓ Good organisational skills
- ✓ Work cooperatively with colleagues and other professionals
- ✓ Work on own initiative

SAFEGUARDING INFORMATION



Introduction

Synergy Education Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro forma for short listed candidates. As a minimum, references should be from the two most recent employers. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form require applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification.

This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

The Trust recognises the value of, and seeks to achieve a diverse workforce. We takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.



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registry@eddiversity.blackpool.sch.uk



www.educationaldiversity.com



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