



Safeguarding & Wellbeing Manager



Dear Applicant,

Thank you for your interest in the position of Safeguarding & Wellbeing Manager at Ormskirk School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





About Ormskirk

Ormskirk School is a vibrant secondary school and sixth form located in Ormskirk in the county of Lancashire.

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School and Sixth Form College a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Yours faithfully,

Mr J Burnham
Headteacher

Safeguarding & Wellbeing Manager

Ormskirk School

Full time, Permanent, Term time only plus three weeks

Grade 8 SCP 25-30

Closing Date: 24th September 2024

Interview Date: 27th September 2024

Would you like to work within a vibrant and committed school community, impacting positively on young people's lives? We are looking to appoint an experienced and committed Safeguarding and Wellbeing Manager to work as part of the pastoral team at Ormskirk School.

We are looking for someone who is able to:

- Demonstrate professional experience of child-centred practice
- Show effective knowledge of national and local guidance for safeguarding children
- Show positive experience of developing tailored individual and organisational approaches
- Demonstrate experience of contributing to a strong team ethos
- To fulfil the role of Deputy Designated Safeguarding Lead, providing operational support.
- To work with all stakeholders in improving the wellbeing of children attending school

Additionally, you will be familiar with the external support children and their families can draw upon, in order to facilitate access to appropriate intervention. You will need to have tenacity and resilience whilst being adaptable, working with integrity to dynamically support the school community as part of the wider team. You will have meticulous attention to detail in the recording and sharing of information for safeguarding and in line with UK GDPR law and play a central role in the ongoing development of online systems within school. You'll be committed to achieving the best outcomes for children.

This is a fantastic opportunity and would be suitable for experienced candidates who have worked within a school, social care or community support setting.

HOW TO APPLY

To apply, please complete an application form in full and in addition, please outline any relevant experience and personal qualities you would bring to Endeavour Learning Trust and send to vacancies@endeavourlearning.org

Refer to the job description and person specification as a guide and give specific examples to demonstrate your suitability for this post.

Applications should be submitted by 9am on Tuesday 24th September 2024

Interviews are to be held on Friday 27th September 2024

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



JOB DESCRIPTION

Job Purpose

To support the work of the Designated Safeguarding Lead by working alongside children and their families experiencing significant social, emotional and mental health difficulties so that our vulnerable children can reach their full potential.

To fulfil the role of the Deputy Designated Safeguarding Lead and provide operational support to fulfil safeguarding arrangements, under direction of the Lead DSL.

To work with families, accessing resources, representing the school in multi-agency working practices for safeguarding, child protection and early help processes.

*Due to the dynamic nature of this post – the post holder will not be required to participate in the rota of supervisory duties. *

Core Responsibilities & Tasks

- Support the Senior Leadership Team in developing a strong safeguarding culture as part of a whole school approach, including delivering staff training
- Support the Senior Leadership Team in developing a whole school approach to mental health and wellbeing with proactive strategies to support children who are identified as in need of intervention and engaging with external services.
- Support the DSL in leading on the PREVENT Duty in school
- Make referrals to outside agencies as required, in line with local and national guidance, recording actions/outcomes in line with Trust policy
- Liaise with teaching staff, SEND Team and pastoral staff to support holistic assessments of children who present with social, emotional and mental health difficulties.
- Working with pastoral staff and SEND Team, provide support and mentoring to children and their families where the child may be experiencing social, emotional or mental health difficulties, contributing to the Personalised Support Plan (PSP) process and meetings
- Have a commitment to early intervention and preventative strategies which requires positive relationships with partner services, agencies and organisations
- Ensure children and families receive appropriate multi-agency support by referring and sign-posting such services to parents/carers and their child(ren)
- Prepare written reports for meetings with external agencies, in line with current child protection and safeguarding requirements under the direction of the Headteacher and DSL.
- Develop positive and productive relationships with children, acting as a role model
- Attend meetings on behalf of the Trust/School, including Team Around the Family, Child In Need, Child Protection in line with statutory guidance and under direction of Lead DSL.
- Work alongside other colleagues to develop plans which support student attendance by identifying and removing barriers to poor attendance
- Promote and uphold safeguarding procedures within the Trust
- Keep up to date with all relevant statutory guidance and ensure changes are practically applied in operational duties across school
- Follow the Trust's robust record-keeping procedures to facilitate effective monitoring of children, updating and maintaining safeguarding files
- Take responsibility for the transfer of safeguarding files at the end of key stage transitions, in-year admissions or where children are removed from roll mid-term
- Attend weekly internal safeguarding and Pastoral Team meetings and termly whole-school Pastoral Team meetings
- Promote good working relationships and collaboration with colleagues at all levels both inside and outside of the Trust, to promote social inclusion and high aspirations for all
- Attend and support afterschool events as directed
- Develop a strong sense of teamwork and common purpose in the provision of pastoral support within the Trust
- Fully participate in the Trust appraisal programme to achieve the robust and measurable objectives set
- Treat people fairly, equitably, with dignity and respect, to create and maintain a positive culture within the Trust
- Develop and maintain a culture of high expectations for all and take appropriate action when performance is unsatisfactory

- Manage one's own workload to allow an appropriate work/life balance.
- Fulfil commitments arising from contractual accountability to the Trust.
- Be aware of and adhere to policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Lone Working Policy, Confidentiality and Data Protection, reporting all concerns to the appropriate persons
- Accompany teaching staff and children on visits, trips and out of Trust activities as required
- Present themselves in a professional manner
- Actively promote the Trust in the Community

Support for the School

- To provide administration support where required in the organisation
- To carry out routine office duties related to the role
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Estates Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher/CEO

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so

<ul style="list-style-type: none"> • Have excellent time management skills • Able to travel between sites and meetings as required 	E	AF/I
OTHER		
<ul style="list-style-type: none"> • Commitment to comply with and adhere to statutory government guidance: Keeping Children Safe in Education Working Together to Safeguard Children PREVENT Duty • Commitment to comply with and adhere to the document Guidance for Safer Working Practice • Commitment to undertake further ongoing training and professional development • Commitment to gain Enhanced DBS Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment) 	E	I
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