



## St Benedict's Catholic College



## DEPUTY DESIGNATED SAFEGUARDING LEAD - PASTORAL LEAD

### Recruitment Pack

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for Deputy Designated Safeguarding Lead / Pastoral Lead

#### The successful candidate will be:

- committed to providing the very best learning opportunities for all our students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

#### We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mrs Miriam Davis (Assistant Principal) on 01206 549222.

The closing date for applications is midday on 24<sup>th</sup> May 2024 and interviews will be held week commencing Monday 3<sup>rd</sup> June 2024.

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing [c.miller@stbenedicts.essex.sch.uk](mailto:c.miller@stbenedicts.essex.sch.uk). Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - [www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)

**St Benedict's Catholic College Application Pack: DEPUTY DESIGNATED SAFEGUARDING LEAD / PASTORAL LEAD**

## RECRUITMENT

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

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

Jo Santinelli

**Principal**

## Flavour of the local area

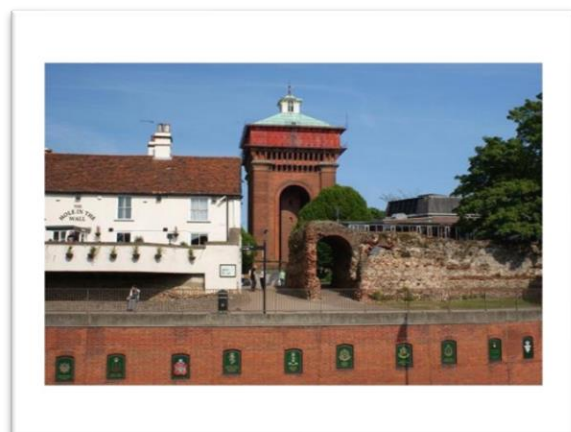
The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.



Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.

## Deputy Designated Safeguarding Lead - Job Description

### Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

### Safeguarding Lead

To support the DSL deputising in the event of their unavailability to:

- To support the leadership of facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the setting, ensuring that the CP Policy is reviewed annually by the Governing Body.
- To undertake appropriate Child Protection Training every 2 years in order to:
- Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
- Have a firm understanding of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's or college's Child Protection Policy and Procedures.
- To support and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions agreed by the College, from planning and intervention meetings, are successfully carried out and monitored.
- To liaise with the Principal to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.
- Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
- Attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the SET criteria for children in need and at risk of significant harm. Taking the lead responsibility to co-ordinate the multi-agency approach to prevent and address child protection issues and children in need within the College.
- To maintain confidentiality at all times.



## RECRUITMENT

- To contribute to the College's development, including responsibility of the delivery of induction to new staff and arrangements for all staff and governor training.
- To liaise and co-ordinate with colleagues within own setting and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations within the setting.
- Identify vulnerable children within the setting and ensure that all staff are made aware of who these children are.
- To ensure that the Section 175 Audit published by Essex Safeguarding Children Board (ESCB) is completed annually and returned by deadline and reviewed regularly

### Pastoral Lead – Job Description

#### Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Grade**            Scale 6

**Job Purpose** To provide effective leadership, support and management of a team that continually enhances the quality of pastoral care within a year group.  
To work effectively with our students, providing an empathic and positive manner in supporting them.

**Reports to**     Assistant Principal

#### Job role

##### Leadership and student support

- to promote the whole college pastoral ethos of entitlement and inclusion in line with the college mission statement
- to liaise with the Director of Behaviour and Achievement to use appropriate data for their year groups to produce reports particularly with regard to rewards, behaviour and attendance through using appropriate data
- To track and monitor the behaviour and attendance of students in their year group, including vulnerable groups/Pupil Premium students
  - to liaise between college and home
  - to support students and liaise with external agencies

##### Behaviour for learning

- to support the form tutor team for their year group in implementing effective behaviour management strategies for students
- to monitor rewards and sanctions across the year group, celebrating achievement individually and at assemblies, assisting the year team in applying rewards and consequences fairly and consistently
- to liaise with all staff and in particular curriculum leaders, SLT, SENDCo, Director of Behaviour and Achievement and Senior Tutor on student behaviour issues, and to take a leading role in the behaviour system

##### Attendance

- to monitor the trends regarding student attendance and punctuality and organise appropriate interventions
- to organise suitable agreed consequences for lateness

## RECRUITMENT

- to help improve attendance for those students identified as persistent absentees
- to work with the Attendance Officer and the Education Welfare Officer (EWO), Pastoral Manager and form tutors, preparing reports regarding attendance data as required by the college
- to liaise with the Student Services Officer regarding student absences, particularly those below 95%

### General

- to provide practical and administrative assistance for the pastoral and SEND teams in promoting student inclusion and well-being in order to improve learning
- to work with the Raising Standards Leader for their year group to support academic progress
- to promote the inclusion and acceptance of all students and show awareness of policies and procedures relating to child protection, health and safety, security, and confidentiality and data protection

**Each pastoral lead will also have accountability for one of the following roles:**

### Safeguarding

- to act as a Designated Safeguarding Lead within the safeguarding team and support the Assistant Principal who is the Designated Safeguarding Lead
- to complete the Level 3 Safeguarding training at least every two years
- to follow appropriate procedures in a timely manner when concerns are raised, including making online and phone referrals to external agencies for support
- to complete risk assessments for vulnerable students and communicate the contents of these to appropriate staff
- to promote positive wellbeing across the college
- to coordinate and/or attend meetings with external agencies where necessary
- to use CPOMS to track and monitor any patterns or trends in safeguarding concerns

### Chaplaincy

- to support the inclusive Catholic nature of the college and spiritual journey of the members of our community
- to promote positive wellbeing and sense of inclusivity and support for all students
- to coordinate interventions and support offered for students by Brentwood Catholic Children's Society
- to support children who are young carers
- to act as an informal first point of support for staff members
- to meet with the chaplaincy reps from each form and support them in their role
- to support the Chaplain with masses and other liturgies

### Transition

- to lead the primary to secondary transition process
- to support upcoming year six students and their parents through effective communication and liaising with feeder primary schools
- to collaborate with the admissions officer, safeguarding lead and SENDCo to triangulate information about upcoming students
- to visit feeder primary schools regularly throughout the year as part of the transition support process
- to support year seven students and their parents by providing effective communication and pastoral support
- to lead a nurture/settling in group for students who struggle with the transition process

## Breaking Barriers

- to coordinate and deliver interventions to support students overcome the barriers they face to learning
- to coordinate academic interventions by liaising with teaching staff, raising standards leads and students to ensure they make positive academic progress
- to plan and deliver interventions to meet the pastoral needs of our students, for example workshops in; behaviour and expectations, self-esteem, social skills, healthy relationships and family engagement
- to conduct restorative meetings between all stakeholders where necessary
- to mentor and coach individual students as required
- to liaise with the SEND team to ensure all cohorts of students are supported
- collaborate with external agencies, charities and local businesses to provide varied and engaging interventions to inspire and motivate students

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

## Person specification

Qualifications and experience	Essential	Desirable
Good pass in English GCSE (or equivalent)		✓
Good pass in Maths GCSE (or equivalent)		✓
Practical experience of managing school computer systems		✓
Experience of working with students across the secondary age range	✓	
High quality ICT skills, including thorough working knowledge of Word, Excel, or equivalent.	✓	
<b>Personal Qualities</b>		
Good organisational skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
<b>Skills and abilities</b>		
Ability to complete complex returns, write complex letters and reports	✓	
Ability to exchange complex information clearly and sensitively	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to manage difficult or controversial exchanges	✓	
Good understanding of the learning experience provided by the college	✓	
Understand the importance of physical and emotional wellbeing	✓	
Establish effective relationships with those working in and with the college	✓	
Able to represent the college at LA and consortium meetings	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to develop and implement effective systems to share and safeguard information	✓	
Able to self-manage, make decisions and work on own initiative	✓	



## RECRUITMENT

Be well organised	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a highly creative approach to work	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Ability to address Senior Leadership Team and Governing Body		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Has completed designated safeguarding lead training (or be willing to undertake as soon as practicable after appointment)	✓	
Evidence of successfully using strategies to support students, especially vulnerable groups	✓	
Experience of working with multi agencies to support students and families	✓	
Ability to maintain the trust of and be highly respected by staff	✓	
Complete professional and personal integrity who shows attention to detail	✓	
Has high expectations and shows a passionate commitment to develop the best in young people ensuring outstanding attainment irrespective of background, ability or behaviour.	✓	
To maintain confidentiality at all times	✓	

