



Co-op Academy  
North Manchester

Temporary Deputy  
Designated Safeguarding  
Lead  
Candidate Pack

*Together, we have the highest aspirations and expectations so that everyone achieves excellence in all they do and is equipped to lead happy and successful lives."*

*"WORKING TOGETHER FOR THE BEST IN EVERYONE"*

# Welcome

Dear Candidate,

I am delighted that you have shown an interest in our Temporary Deputy Designated Safeguarding Lead vacancy here at Co-op Academy North Manchester.

Co-op Academy North Manchester's vision is 'Together we have the highest aspirations and expectations so that everyone achieves excellence in all they do and are equipped to lead happy and successful lives.' The vision and values of the academy and those of Co-op Academies Trust are at the heart of all that we seek to achieve and are evident throughout the school.

You will be joining us at an exciting time as the academy enters a period of growth. Together we have been really successful but now we need to increase our Teaching capacity so that we can secure an even better future for our pupils, staff and wider community.

Here at Co-op Academy North Manchester, we take time to know our pupils and have the highest expectations and aspirations for them. Our pupils are polite and courteous and excellent relationships are at the heart of our success. The academy prides itself on offering a rich curriculum that includes an extensive range of extra-curricular activities and clubs for all pupils which promotes their understanding of the world in which they live and the difference that they can make within it. Our Safeguarding/PSHE/SMSC and Careers curriculum is a strength of the academy and pupils develop a range of skills that enable them to be confident to be who they want to be.

Strong leadership has been at the heart of our success. Our leaders are committed and reflective individuals who are themselves empowered, but who also have the ability to both inspire and empower others to realise our academy's vision. We understand and implement the Co-op Ways of Being of: 'succeed together', 'show you care', 'be yourself always' and 'do what matters most', understanding the unique importance of each as well as how they must be implemented together to ensure that success is achieved in the 'right' way.

We do hope that once you have read the information provided in this pack, you are excited by the prospect of joining us and are keen to be a part of our next chapter.

If you would like to experience the academy first hand please contact Michelle Campbell-Jones, PA to the Leadership team at [michelle.jones@coopacademies.co.uk](mailto:michelle.jones@coopacademies.co.uk) to book a tour of the academy.

With warmest wishes,

Ben Sinnott

Interim Headteacher

Ofsted Report - <https://reports.ofsted.gov.uk/provider/23/142762>

# Temporary Deputy Designated Safeguarding Lead

## Job Description

Salary: Grade 7 Point 26-30 - FTE £39,810.00 - £43,683.00 Actual Salary £36,000.00 - £39,503.00)

Term time only + 15 days (40 hours)

### Purpose of the role

The Deputy Designated Safeguarding Lead is a key position within the academy, responsible, alongside the Designated Safeguarding Lead (Assistant Vice Principal), for the implementation of our safeguarding procedures in order to ensure that we are doing all that we can to protect and safeguard our pupils.

As a Deputy Designated Safeguarding Lead, you will be highly skilled and knowledgeable in all aspects of safeguarding with the ability to provide expert advice and guidance to all stakeholders. You will be a motivated, organised and flexible individual who is able to make a substantial contribution to all aspects of multi-agency working on behalf of the academy.

The successful candidate will possess excellent leadership and management skills and be able to communicate effectively with a wide variety of audiences. They will have demonstrated substantial impact previously in the area of safeguarding through close cooperation with different agencies, young people and their families. They will also be acutely aware of some of the challenges facing young people in the local community yet hold the highest aspirations for Co-op North Manchester's pupils.

The Deputy Designated Safeguarding Lead will join a highly skilled and experienced pastoral team. Each year group is led by at one Head of Year and Pastoral Manager. There is an attendance team, Designated Safeguarding Lead and another Deputy Designated Safeguarding Lead plus other senior colleagues who lead the academy's pastoral offer.

Co-op Academy North Manchester offers high quality CPD for its staff alongside a Co-op benefits package. It is expected that the successful candidate will be committed to their own continuing professional development and also take opportunities to continue to develop others.

The academy is part of the Co-op Academies Trust and it is therefore expected that the successful candidate will be committed to both the vision and values of the academy and demonstrating these within their role.

### Shaping the Future

The Deputy Designated Safeguarding Lead will work with the Pastoral Team and members of the leadership team to create and deliver a shared vision for the personal development, attitude and safeguarding for all members of the Academy community.

- Developing the strategic vision and direction for the Academy, based on analysis of local and national need.
- Ensuring that the Pastoral offer reflects the Academy's vision and values and those of our Trust.
- Playing an active role in raising the aspirations and ambitions of our pupils, their families and carers and the local community.

## Specific Areas of Responsibility

- To be the Deputy Designated Safeguarding Lead for the Academy.
- To lead the Academy's daily response to safeguarding concerns and referrals
- To keep up-to-date, accurate and secure records of pupils with Child Protection plans and other social services or external agency involvement.
- To liaise with the Designated Safeguarding Lead on a daily basis, ensuring that all relevant safeguarding concerns are communicated to the Academy Leadership Team
- To coordinate the support and processes for Looked After Children.
- To deputise for the Designated Safeguarding Lead

## Deputising for the Designated Safeguarding Lead

- To offer support, advice and give a level of expertise regarding safeguarding to all members of the academy staff team, taking appropriate action when required.
- To model for all staff exemplary practice in terms of Safeguarding and Child Protection procedures.
- To triage concerns and referrals from staff, taking appropriate action and making direct referrals to Children's Services and other relevant agencies.
- To ensure that all staff have access to and understand the academy Safeguarding/Child Protection Policy, Sexual Violence and Sexual Harrassment Between Pupils Policy and Manchester Safeguarding Children's Board Child Protection Procedures.
- To ensure that PREVENT is communicated to staff and disseminate key info
- To contribute to the review and update of policy documents relating to safeguarding.
- To contribute to Child Protection Conference and Core Group processes by either attending or ensuring that a relevant member of staff attends meetings and necessary paperwork is completed or appropriate documentation is available.
- To keep an accurate and up to date database of information on pupils who fall into safeguarding/child protection categories using CPOMS.
- To develop, track and monitor the reporting systems in CPOMS in order to prepare reports for the Leadership Team and the governing body regarding trends in safeguarding concerns and impact of interventions.
- To produce a half termly report to include all relevant safeguarding information and to work alongside the DSL to prepare the Annual Trust Safeguarding Report and Safeguarding Audit Documentation.
- To work collaboratively with the DSL to write, implement and review an annual safeguarding development plan.
- To ensure that Safeguarding and Child Protection training is part of the induction for all new staff in the academy.
- To ensure that visitors to the academy are fully aware of basic safeguarding procedures.
- To create training resources for safeguarding to be used by staff, governors, parents and pupils.
- To provide supervision sessions for colleagues who work in safeguarding.
- To organise and take part in targeted safeguarding training and intervention programs for individuals and groups of pupils.
- To distribute information on safeguarding to staff, governors, parents and pupils liaising with members of the pastoral team and the Head of PSHE, RSE and Citizenship.
- To provide relevant weekly updates to all staff via Staff Notes in conjunction with the DSL.
- To maintain the upkeep of safeguarding notice boards and displays either around the academy or on the website, liaising with the Head of PSHE, RSE and Citizenship and the DSL.
- To contribute to the personal development, safeguarding and PSHE, Citizenship and RSE curriculum, as appropriate.
- To hold responsibility for making and confirming arrangements with external trainers for the delivery of training for staff and governors within the academy.
- To arrange Child Protection and Safeguarding courses for relevant colleagues and to ensure the renewal of the courses are completed within relevant timescales.
- To work alongside the DSL in having oversight of the safeguarding provision for all pupils educated off site, liaising with external providers as appropriate.

## Communication

- To carry out general administrative duties e.g. completion of standard forms, respond to routine correspondence.
- To respond to face-to-face, telephone and email enquiries with all staff and outside agencies.
- To maintain manual and computerised records/management information systems on safeguarding and child protection on CPOMS.
- To play a major role in initiatives and projects that may arise during the year.
- To undertake research and obtain information to inform decisions.
- To ensure that all relevant safeguarding files and information is forwarded appropriately when a pupil transfers to another school or to Post-16 education.
- To liaise directly with primary schools, playing a full part in the transition of pupils from year 6 to year 7 and the transfer of relevant safeguarding documentation.
- To establish constructive relationships with colleagues within the academy and across the sphere of safeguarding and child protection, communicating effectively with other agencies and professionals.
- To communicate key issues regarding individual pupils to relevant members of staff.

## Other Pastoral Responsibilities

- To work collaboratively with other members of the academy's pastoral team including the attendance team and SENDCO to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all pupils.
- To be a visible presence around the academy modelling high standards, motivation and persistence.
- To undertake a series of duties ensuring that pupils are safeguarded and observed during social times and between lessons.
- To sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community and be an excellent ambassador for the academy.
- To organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
- To attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- To contribute to the overall ethos/work/aims of the academy.
- To attend and participate in relevant training, meetings and performance development as required.

## Mental Health & Wellbeing

- To promote mental health and wellbeing, know how to support pupils and be a point of contact for pupils with regards to extra support which may be needed.
- To be a mental health first aider.
- To understand and lead aspects of the academy's work on ACES and be committed to being trauma informed with an understanding of what this means for pupils and their families.
- To actively celebrate diversity and champion the Co-op Ways of Being and the academy values across the areas of child protection and safeguarding.

## Key Events and Academy documents to contribute to

- Pupil/parent/carer events relevant to pastoral care and the safeguarding of young people.
- Safeguarding Children and Child Protection Policy
- Sexual Violence and Sexual Harrassment Policy
- Safeguarding Audit
- Safeguarding Development Plan
- Pupil PEFs, PSPs
- Relevant reports to Governors, including The Annual Safeguarding report to Governors

## Person Specification

Deputy Safeguarding Lead		
	Essential	Desirable
Training and qualifications	Safeguarding Children Level 3 Training Training in relevant safeguarding procedures including CSE, FGM, Prevent and E-safety Training by a Local Authority Safeguarding Children Board	Manchester Safeguarding Children Board Training
Experience	Successful experience of work in safeguarding/child protection over three years or more Experience of working with vulnerable children, young people or adults. Experience of working with outside agencies. Experience of attending case conferences or other meetings of professionals Experience of keeping written, confidential records.	Experience of working in an education establishment. Experience of delivering training to other adults.
Knowledge	An awareness of child protection issues and current safeguarding legislation including FGM and Prevent. Knowledge of current research to identify trends and patterns. An understanding of issues linked to confidentiality. Knowledge of the referral processes to a variety of agencies An awareness of cultural differences and the implications for pupils..	
Skills and Abilities <i>Applicants should be able to provide evidence that have the necessary personal skills and abilities required by the post.</i>	Be able to support and actively promote the values and beliefs of the academy. Have the ability to communicate effectively with children and adults at all levels. Be able to demonstrate ICT skills for professional use. Have excellent organisational skills. Have the ability to use initiative and work autonomously. Demonstrate excellent written and spoken English. Display an understanding of working as part of a team, including working alongside external agencies and families. Display a willingness to take responsibility for continued professional development. Have the ability to cope with stressful situations. Demonstrate enthusiasm for the role.	Be able to work flexible hours if required.
Legal Requirements	Fully Enhanced DBS clearance is required.	
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	Further safeguarding qualifications and CPD within this area.

# Additional Information

## General Enquiries

Any general enquiries should be directed to Debra Aikenhead at [debra.aikenhead@coopacademies.co.uk](mailto:debra.aikenhead@coopacademies.co.uk)

## Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with the Principal please contact Debra Aikenhead.

## How to Apply

The link to apply can be found on our website.

The closing date for applications is 9am on Tuesday, 11th February 2025, successful applicants will be invited for interview on Thursday, 13th February 2025.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

300 Victoria Avenue East Blackley,  
Manchester  
M9 7SS

0161 681 1592

[noma-enquiries@coopacademies.co.uk](mailto:noma-enquiries@coopacademies.co.uk)

[northmanchester.coopacademies.co.uk](http://northmanchester.coopacademies.co.uk)

X/Facebook @CoopacademyNM



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