



Candidate Pack
Child Protection Officer & DDSL



Co-op Academy
Belle Vue

Welcome from the Principal

Applications must be made through FaceEd [Click here to apply](#)

Thank you for your interest in applying for the role of Child Protection Officer at Co-op Academy Belle Vue.

Are you looking for an opportunity to join an exceptional team that is making a real difference in the lives of young people? We are a start-up academy that is rapidly growing and expanding our reach, and we are seeking a passionate Child Protection Officer to join us on this exciting journey.

At our academy, we are committed to providing the highest quality education and support to our students, and we need someone who shares our values and vision to help us achieve our goals. As our Child Protection Officer, you will be an integral part of our team, working to ensure the safety and well-being of our students at all times.

We are looking for a special person who possesses the following qualities:

- Passionate about child protection and safeguarding, with a deep commitment to the welfare of young people.
- Highly skilled in identifying and responding to safeguarding concerns and incidents, with a thorough knowledge of child protection policies and procedures.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies.
- Ability to work effectively as part of a team, with a proactive and collaborative approach to problem-solving and decision-making.
- Strong organisational and administrative skills, with an eye for detail and a commitment to maintaining accurate records.
- Ability to work independently, with a flexible and adaptable approach to managing workload and priorities.
- Experience working in a similar role, with a relevant qualification in child protection/safeguarding.

In return for your commitment and dedication, we offer:

- The opportunity to be part of a dynamic and growing team that is making a real difference in the lives of young people.
- A supportive and collaborative working environment, with a strong commitment to staff well-being and professional development.
- Competitive salary and benefits package, including pension scheme, shorter terms, longer holidays, and access to staff training and development opportunities.
- The chance to work in a modern and well-equipped facility, with state-of-the-art technology and resources to support your work.

If you are passionate about child protection and safeguarding, and have the skills and experience we are looking for, we would love to hear from you.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together.

Co-op Academy Belle Vue offers something a little different from other schools, whether that be the structure of the day, our investment in technology, or our diverse and exciting 'electives programme'.

When we opened our doors to our first cohort of staff and students, we welcomed a new generation of Co-op pioneers, and together we have built something really special. Although the academy started its life in brand new, custom-built accommodation on the site of Co-op Connell College, we have now moved into our new state of the art academy building on Hyde Road.

Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. As we join our new community we will continue to empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

Cooperation, community, ambition, achievement, respect, responsibility, endeavour, and enjoyment are all key elements in the role of leading personal development at Co-op Academy Belle Vue. The successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of our students. Co-op Academy Belle Vue is committed to providing an outstanding education and supportive environment for all students, and the Child Protection Officer will be a key member of the team working towards this goal.

If you are a proactive and organised individual with a passion for improving student attendance, then this could be the perfect opportunity for you.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours. The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

Scott Fletcher
Head of Academy

The deadline for applications is 12 noon on 2nd January
Interviews to be held on the 8th January
Applications must be made through FaceEd [Click here to apply](#)



Job Title : Child Protection Officer and DDSL

Salary / grade range	Salary: Grade 6 SCP 20-25 Full year FTE £33,990 - £37,248 Start date: As soon as possible
Location	Co-op Academy Belle Vue
Reports to	Vice Principal

Purpose of role

To have professional responsibility for the safeguarding and child protection of students and staff across the academy.

Core duties

- Take responsibility across the academy for safeguarding and child protection in line with national statutory guidance, linking with internal colleagues and external partners as appropriate.
- Oversight of CPOMs to ensure high standards of recordings and the correct use of categories.
- Keep the Vice Principal updated with any safeguarding issues through agreed mechanisms
- Support the Vice Principal where appropriate in dealings with the LADO
- Act as a source of support and guidance for colleagues on all safeguarding and child protection matters
- To be fully aware of and carry out all work in line with Child Protection Procedures
- Support the Vice Principal in ensuring the academy's child protection policies are known, understood and used appropriately
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
- Attend appropriate events organised at Trust or Hub level, and liaise as necessary with the Regional Safeguarding Lead
- Establish, maintain and provide regular supervision for colleagues, as agreed with the Vice Principal
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Specific duties
- Contribute to the planning of appropriate pastoral care for all students who are withdrawn from mainstream education, liaising with appropriate staff
- Support the Vice Principal in the preparation of reports on safeguarding matters and statistics

- Contribute to internal meetings organised to support behaviour improvement and deeper inclusion
- To contribute to the development of effective links with external agencies and develop opportunities for multi-agency working

Day to Day Responsibilities

- Ensure referrals are made to the appropriate agencies for all cases where young people are at risk of harm or abuse
- Attending meetings relating to child protection, child in need meetings as well as Early help meetings and any other similar safeguarding conferences
- To provide family support for those parents/carers who require additional help in order to ensure the safety and wellbeing of their child
- To attend attendance planning and reintegration meetings for identified vulnerable students/families following periods of absence, due to illness or suspicion
- To work as part of the safeguarding team to provide 1-1 or small group support to students who require social, emotional or mental health interventions
- To conduct home visits for students whose welfare and safety the school is concerned about as directed by the DDSL and DSL
- To work to ensure the early identification of risks and working with pupils, families and other agencies to minimise risks and barriers to learning
- Keep secure, clear, accurate and confidential records of students' progress providing information to other professionals, reports for case conferences and other relevant record keeping.
- Meet with parents/carers where appropriate/necessary to express concerns where a full referral is not considered necessary at that point
- Facilitate restorative conversations between students

CPD

- Undergo training to develop and maintain the knowledge and skills, through at least annual update, required to carry out the role, including online safety, Prevent and FGM
- Support the Vice Principal in the coordination and delivery of Safeguarding training including safer working practices

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Head of Academy to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

Other

- The postholder will be expected to have a good knowledge of national policy and the Trust / school's policies and procedures
- The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.
- The post holder may be expected to attend meetings or make home visits in or outside of the normal school day so flexibility about the timing of working hours is a requirement of this role.



Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications:</p> <ul style="list-style-type: none"> ● Knowledge of complex safeguarding and child protection issues. ● NVQ Level 2/3 or equivalent. ● Good standard of general education with a minimum GCSE Grade C in English and Maths, or equivalent. ● Full driving licence 		<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>
<p>Experience:</p> <ul style="list-style-type: none"> ● Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary. ● Proven experience within last 2 years in an educational setting ● A high level of interpersonal and communication skills are necessary. The post holder will need to have the ability to communicate effectively with colleagues, outside agencies and other key stakeholders. ● Knowledge and experience in safeguarding and child protection is essential. ● Recent experience of working with children and families in the public, private and voluntary sector is essential. ● Office experience is desirable. ● Recent experience of social services work in child protection is desirable. 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>

<ul style="list-style-type: none"> ● Excellent ICT skills. ● Analytical skills. ● Ability to keep accurate records. ● Ability to work successfully as a team. ● Ability to work on your own initiative. ● Confidentiality. ● Report writing skills. 		<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none"> ● Attention to detail and professional pride. ● Commitment to the school's policies and ethos. ● Commitment to Continuing Professional Development. ● Motivation to work with children and young people. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ● Emotional resilience in working with challenging behaviours and attitudes. ● Flexibility. ● Confidence when dealing with agencies / parents / attending meetings and clear communication skills. 		<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>

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, and the Ways of Being Co-op.