



ADMIRAL LORD NELSON SCHOOL
DUNDAS LANE
PORTSMOUTH
PO3 5XT
Tel: 023 9236 4536
Email: admin@alns.co.uk

Headteacher: Chris Doherty

Safeguarding Support Assistant

Salary: Band 5 £20,452 - £22,012 (£22,437 - £24,148 full time equivalent)

Hours: 37 hours/41 weeks (term-time plus 2 weeks)

Start date: As soon as possible

Closing date: Midday on Thursday 24th August 2023

Interviews held: As soon as possible after the closing date

August 2023

Dear Prospective colleague,

Thank you for your interest in working here at Admiral Lord Nelson School. Please find details of the post together with information about our school!

Always oversubscribed, we are expanding our school so that more local families can experience the excellent education offered here at Admiral Lord Nelson School for over two decades! Therefore, we wish to extend our Safeguarding Support team. You will be working closely with the Deputy Headteacher: Student Achievement who is also the Designated Safeguarding Lead, the Inclusion Manager and Heads of House to promote and safeguard student welfare and wellbeing, including a strong focus on ensuring high levels of attendance. This role is for those that enjoy a challenge, working with students and doing something different every day. Previous experience in a similar role is desirable.

We will expect you to have a genuine passion for your own professional development and be a practitioner who quickly builds positive relationships with students. This role is for someone keen to work with our students and their families, as well as outside agencies, to create a culture where people feel safe, valued and a sense of belonging to our school community.

Salterns Academy Trust is a learning community where every member of staff is motivated by the positive difference they will make to the personal development and the futures of our young people of Portsmouth. It was formed when Admiral Lord Nelson School became a converter academy in April 2014 and sponsored Trafalgar School, which is now our thriving partner Secondary School in Portsmouth.

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We have a national reputation for being a truly inclusive school with excellent standards and principled curriculum design, we have a deep-rooted and longstanding commitment to being a UNICEF Rights Respecting School This is a genuinely exciting school to be part of, morally driven by our core values of Inclusivity, Wellbeing and High Expectations.

You will be joining a well-established, innovative team, who enjoy working together, supporting each other to provide support and guidance to our students.

Sharing good practice is commonplace amongst all teams in our school and our professional learning programme will give you the chance to support colleagues across the school as they really think about how best to build relationships with students and with each other, focusing on restorative practice and further developing our core values of high expectations, inclusivity and wellbeing. We pride ourselves on helping great support staff become the best they can be no matter where they are in their career and as a Safeguarding Support Assistant you will play a role in the development of staff within the team and across the school at all stages of their careers.

If you are ambitious and looking to take the next step we will invest in your development and offer rapid career progression.

If you are interested in joining our amazing team of staff, we'd love to hear from you. Informal visits from those who are interested in finding out more about the role are welcomed. We look forward to discussing what unique skills you could bring to the role and how we could help support you in the next steps of your career.

The Salterns Academy Trust and Admiral Lord Nelson School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

To apply please complete the application form that can be found on the school website [Vacancies • Admiral Lord Nelson School \(alns.co.uk\)](#) by midday on Thursday 24th August 2023. Candidates should send their completed application along with a covering letter to recruitment@alns.co.uk.

JOB ROLE:	Safeguarding Support Assistants
PAY BAND:	5
HOURS:	37 per week/41 weeks (term time plus 2 weeks)
REPORTS TO:	Inclusion Manager

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

- To support the Heads of House, Senior safeguarding officer and DSL in promoting and safeguarding student welfare to promote well being, attendance and positive behaviour for living.

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- Alongside the Senior safeguarding Officer, ensure internal monitoring records are accurate and updated on a daily basis.
- To support the Senior Safeguarding officer, Heads of House and DSL to continually track and monitor the engagement of student groups, particularly those at risk of becoming Persistent Absentees, Chronic Non-attenders or NEET, developing strategies to reduce any barriers to learning.
- To work with families, other staff and agencies of identified students to improve attendance rates and provide these students with the opportunity to reach their potential.

Accountabilities:

1. To monitor and implement policy and process under the guidance of the Deputy Headteacher: Student Achievement and Heads of House to promote excellent levels of attendance and punctuality.
2. To support the medical safeguarding officer in the day to day supervision of the medical room on a rota basis.
3. To share responsibility for managing the day to day running of CPOMS safeguarding software taking action or escalating as appropriate as a result of referrals from staff
4. To support the HOH and SIOs in creating a school culture where bullying is not tolerated and differences are valued; instilling a sense of pride and belonging in every student.
5. To provide support and guidance for students and ensure records of actions and outcomes are kept
6. To engage with parents/carers of students to promote early intervention, high quality parenting and identify where there are needs that require more intensive or specialist intervention.
7. To work with families, at times by visiting their homes, assisting with the provision of targeted intervention to prevent the breakdown of relationships between students, their families and the school.
8. To liaise closely with parents and outside agencies, including chairing meetings and representing the school in the capacity of designated professional, to facilitate multi-agency working to support the student.
9. To assist the Deputy Headteacher: School Continuity in the devising of appropriate social activities at break times to enhance the wellbeing of all students
10. To support holiday provision for those students identified as in need of support
11. To be involved in the provision of professional learning opportunities for teachers, trainees and education support staff to develop their knowledge and understanding of safeguarding issues

Whole School Responsibilities:

12. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.
13. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.
14. To participate professionally in own line management meetings, appraisal review meetings and team meetings.

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15. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
16. To participate in the Personal Development curriculum for our students, leading and support events as required.
17. To be a co-tutor
18. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
19. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.
20. To support in the supervision of student transitions, between lessons, during the school day under the direction of Line Manager/Senior Leader.
21. To establish and maintain positive, professional relationships with students, staff and parents.
22. To take responsibility for your own wellbeing.
23. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

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