



Blessed Thomas Holford Catholic College

Recruitment Pack

**Child Protection Officer and Mental
Health Lead**

Fixed term for one year
(maternity cover)
Salary: Band 7 (scp 26 to 29)



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May God's love be our guide 



Welcome to Blessed Thomas Holford Catholic College

Blessed Thomas Holford Catholic College is one of the best performing colleges in Trafford. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic college, and we celebrate high achieving GCSE and A-level results each year.

What makes Blessed Thomas Holford Catholic College shine is not only our bright and beautiful building but our commitment to the young people in our care, encouraging and inspiring every child to fulfil their God given potential and to flourish. We place as much emphasis on the pastoral care and faith development of the child as we do on academic excellence.

Our mission statement, *May God's Love Be Our Guide* encapsulates everything we do. We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our college and I look forward to welcoming you to our BTHCC family.

Mrs Clare Hogg
Headteacher

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Why work for Blessed Thomas Holford Catholic College

We are an 11-18 Catholic college with 1,600 students on roll, including 220 in the Sixth Form. GCSE and A level results have been consistently excellent over several years and we are determined to make ourselves an exceptional educational provider. Our college is highly popular with parents/carers, and we are oversubscribed every year.

We have high expectations of our students and of our staff – people matter in our college. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people – we want them to do their best and be their best.

Every teaching post is an important one for the future of our college and the successful candidate will be somebody with a high work ethic and unstinting commitment to our children. We want somebody with a strong ambition to develop their own career but, above all they want to make a significant and long-lasting impression on the future lives of our students.

We offer:

- A supportive and committed college family
- A college with a desire to continuously improve
- Highly motivated and talented staff with a strong team ethic
- Ambitious and hardworking students
- Continuous professional development and formation
- Opportunity to teach A-level
- Amazing opportunities and adventures
- Regular opportunities to progress in your career



Job Description

Main Purpose of the Job:

- The successful applicant will be the Senior Deputy Designated Safeguarding Lead (DDSL) to safeguard and protect the young people and staff through the delivery of safeguarding training, updates and policies and procedures. Through sharing learning as appropriate with staff, volunteers and governors.Receiving safeguarding referrals and co-ordinating a procedure, which addresses and prioritised the needs of those affected by liaising with statutory agencies within legal requirements
- To work in partnership with the Deputy Headteacher, Heads of Key Stage, the SENDCo and class teachers to develop a holistic approach to Safeguarding, Emotional well-being and Mental Health needs of the children and young people to ensure their welfare is of the highest priority.
- To enable learners to make good progress, and to work collaboratively with other support staff, families, and external agencies. Together you will challenge educational and social disadvantage in order for students to achieve the highest possible standards to allow them to learn and flourish.

Main duties will be:

Safeguarding:

- Establish and maintain effective working partnerships with relevant external professionals to ensure understanding, support and commitment to the approaches and strategies being used
- To work closely with the LADO to maintain student safeguarding and refer cases of suspected about to Local Authority social care as required
- To monitor daily CPOMS entries and ensure that all incidents are actioned
- To ensure that all child protection plans are maintained and implemented.
- Ensure the timely monitoring, up to date record keeping and appropriate interventions for students who are classified as on a child protection plan, looked after or vulnerable

Mental Health and well-being:

- In partnership with the Senior Leadership team, provide leadership of emotional wellbeing and mental health.
- Develop strategies and interventions to support all students' emotional wellbeing and mental health and those with particular need.
- Lead on early intervention and prevention strategies for Mental Health and Well-being in school
- Work closely with the PHSE/RSE leads on the curriculum provision for Mental Health and well-being

- Collate qualitative and quantitative data, produce reports, share information and maintain records to facilitate monitoring and evaluation
- To actively promote pupil wellbeing and plan opportunities to address and improve pupil well-being
- To co-ordinate the work of the school's counselling services
- Assess and review the specific mental health care needs of students and develop a strategy that aligns with our mission statement and is embedded within our curriculum moving forwards
- Develop and deliver a bespoke and innovative mental health strategy that aligns with the wider development plan

Working with others:

- Actively participate in relevant multi-agency safeguarding meetings, ranging from early help to child protection and children in care, and ensure action points arising from these meetings are swiftly completed.
- Accurately complete any statutory paperwork related to the role and requested by stakeholders
- Ensure child protection files are stored, retained and transferred as appropriate in line with Keeping Children safe in Education guidance.
- Act as a source of support, advice, challenge and expertise for staff within the school for child protection and safeguarding.
- To engage with the DSL supervision provided to the school, and act in accordance with any advice provided by professionals outside school
- To promote supportive engagement with parents / carers in safeguarding and promote the welfare of children, including where families may be facing challenging circumstances
- Liaise with the Headteacher to inform them of issues – especially ongoing enquires under section 47 of the Children Act 1989 and police investigations.
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENDCOs) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.

Record Keeping:

- To maintain and co-ordinate the vulnerable pupil list
- To maintain and co-ordinate the details of pupils who have a Social Worker and their contact details
- To maintain and co-ordinate the list of pupils currently known to and previously known to social care
- Maintain accurate records and track data in relation to safeguarding incidents and produce regular reports which trigger prompt and effective interventions
- Where children leave the school (including for in year transfers), ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools should ensure key staff such as designated safeguarding leads and SENCOs, are aware as required.

Referrals

- Refer cases and provide written reports or information to local safeguarding partners when requested, including the Police, Health, Children Social Care and the Safeguarding Children Partnership
 - Refer cases of suspected abuse to the local authority children's social care as required.
 - Support staff who make referrals to local authority children's social care.
 - Refer cases to the Channel programme where there is a radicalisation concerns as required.
 - Support staff who make referrals to the Channel programme.
 - Refer cases where a crime may have been committed to the Police as required.
 - Lead or assist as appropriate with the completion of statutory and non-statutory referrals, including Prevent.
- In addition, the postholder will be responsible for duties as specified in the Department for Education's Keeping Children Safe in Education statutory guidance
- Line management responsibility for the Ark (alternative provision for pupils with emotional / mental health needs) and the Mental Health Lead.
 - Contribute to the school's pastoral management system and on-call provision
 - Take part in duty rotas for the monitoring and support of pupils in the morning, at break and lunchtime, as well as after school

Additional:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person
- To maintain confidentiality of information acquired in the course of undertaking duties for the school
- To be responsible for your own continuing self-development, undertaking training as appropriate
- To be a visible proactive presence around school
- Contribute to the overall ethos/work/aims of the school
- To undertake any other reasonable duties, as directed by the Headteacher
- This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the school in relation to the post holder's duties and responsibilities

Person Specification

	Essential	Desirable
<p>Personal skills and abilities</p> <ul style="list-style-type: none">• Ability to demonstrate an inclusive approach to pupils, parents, careers and staff, irrespective of social, cultural, linguistic, religious and ethnic background• Ability to build effective working relationships with children, staff, parents, and external agencies• Excellent interpersonal and communication skills – at all levels• Confident and ability to motivate and engage pupils who can sometimes be hard to reach• Ability to work effectively within a team environment• Commitment to raise aspirations, attainment and achievement• Sensitivity, resilience and patience with the ability to empathise with pupils who respond to individual needs whilst maintaining a professional approach• Ability to be discreet and maintain confidentiality• Ability to work calmly under pressure and to work on own initiative• Highly organised with the ability to multi-task and to manage deadlines• Reflective practice• Firm commitment to the school and its ethos	ALL E	

Application Process



Applying for the role

Please download the following forms and guidance at the bottom the vacancies page on the website;
Support Staff Application Form
Application Forms and GDPR Guidance
Recruitment Monitoring Form
Rehabilitation of Offenders



Where do I send my forms once complete?

Completed application forms should be sent to:
recruitment@bthcc.org



Timescale

Closing date for applications is: 9.00 am on
Tuesday 7th May 2024
Interviews will be held: TBC

"Our college is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant."



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