Kingsway Park
HIGH SCHOOL

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ALTUS
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Application Pack

Safeguarding Officer

Kingsway Park
HIGH SCHOOL

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

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Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Applications must be submitted online through **MyNewTerm**.
2. Complete all sections of the online application form, ensuring that you provide full details of your qualifications and relevant experience.
3. Include a supporting statement of no more than one side of A4, demonstrating how you meet the criteria outlined in the Person Specification.

Applications submitted outside of MyNewTerm will not be considered.

Deadline

The deadline for the post is **29th November 2026** (to arrive no later than 23:59).
Interviews are expected to take place **3rd December 2026**

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **SSP 19 – 24 (TTO+3 weeks / 37 hours p/w) £33,119 – £36,581 FTE**
Actual Salary - £30,813.25 – £34,034.22

Start Date

To be confirmed

For an Application Pack

1. Visit **www.altusep.com**
2. Contact Caroline Sullivan – HR Officer: **recruitment@altusep.com**
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Local Government Pension Scheme (LGPS); our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

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Role Description

Job Title:	Safeguarding Officer
Reports to:	Operational Designated Safeguarding Lead
Contract:	Permanent / TTO+3 weeks (42 weeks) / 37 hrs p/wk
Salary:	**SSP 19 – 24 - £33,119 - £36,581 FTE** **Actual - £30,813.25 - £34,034.22**
Start Date:	To be confirmed

Overall Purpose of the Post

The Safeguarding Officer will play an important role in supporting the safety, welfare and wellbeing of students at Kingsway Park High School, working collaboratively with the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) and wider safeguarding team to ensure that concerns are identified, responded to and managed effectively.

The successful candidate will bring relevant safeguarding knowledge, practical experience and a strong commitment to protecting and supporting young people. They will manage allocated safeguarding concerns, maintain accurate and timely records, undertake appropriate interventions and work closely with students, families, colleagues and external agencies to ensure that students receive the support they need.

A key aspect of the role will be developing positive and trusting relationships with students, including those experiencing challenging or complex circumstances. The Safeguarding Officer will provide appropriate guidance and targeted support, helping students understand risks, develop confidence and make informed decisions about their safety and wellbeing.

Working within established safeguarding procedures and under the direction of the DSL and DDSL, the postholder will contribute to effective information sharing, early identification of concerns and coordinated support for students and families. They will exercise sound professional judgement, recognise when concerns require escalation and contribute to a consistent, proactive and student-centred approach to safeguarding.

This is an important opportunity for a compassionate, resilient and professionally confident individual who is committed to making a meaningful difference to the lives of young people and contributing to a strong safeguarding culture across the school.

The successful candidate will:

- Support the school's commitment to safeguarding and promoting the welfare and wellbeing of all students.
- Work collaboratively with the DSL, DDSL and wider safeguarding team to ensure concerns are addressed promptly and appropriately.
- Manage allocated safeguarding concerns, maintaining accurate records and recognising when matters require escalation.
- Build positive, trusting relationships with students and families, providing appropriate guidance, support and interventions.
- Support students experiencing safeguarding concerns, including those relating to exploitation, online safety, relationships and personal wellbeing.
- Work effectively with external agencies and professionals to ensure coordinated support for vulnerable students.

- Demonstrate sound professional judgement, resilience and discretion when managing sensitive and challenging situations.
- Contribute to a positive and proactive safeguarding culture in which students feel safe, supported and confident to raise concerns.

Key Duties

The Safeguarding Officer will work closely with the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) and wider safeguarding team to provide effective safeguarding support, respond to concerns and contribute to the safety and wellbeing of students across the school.

Safeguarding and Case Management

- Manage an allocated caseload of safeguarding concerns recorded through CPOMS, ensuring timely and appropriate action in accordance with school procedures.
- Review and respond to safeguarding concerns assigned by the DSL or DDSL, recognising when further advice or escalation is required.
- Maintain accurate, factual and timely safeguarding records, contributing to individual student chronologies.
- Liaise with teaching, pastoral and safeguarding colleagues to gather relevant information and ensure a coordinated response to student concerns.
- Monitor ongoing safeguarding concerns and contribute to the review of interventions and support arrangements.
- Maintain regular communication with the DSL and DDSL regarding allocated cases, emerging concerns and actions taken.

Student Support, Interventions and Early Help

- Deliver targeted safeguarding interventions to individual students and small groups, addressing identified risks and vulnerabilities.
- Provide age-appropriate guidance and interventions relating to personal safety, healthy relationships, boundaries, online safety, self-esteem and exploitation.
- Undertake student voice activities to ensure students' views, experiences and wishes inform appropriate safeguarding support.
- Support the Early Help Lead with identified cases, including contributing to assessments, interventions and agreed support arrangements.
- Undertake welfare checks following relevant safeguarding notifications, including Operation Encompass, in accordance with school procedures.
- Support students experiencing difficulties with attendance or engagement where safeguarding or welfare concerns have been identified.
- Undertake agreed telephone welfare checks and home visits, including alongside relevant colleagues where appropriate.
- Contribute to safeguarding responses for students who are missing from home or education, including relevant follow-up discussions and information gathering within agreed procedures.
- Support the implementation of agreed safeguarding communication and escalation arrangements, including the school's Warning Tree where required.

External Agency and Partnership Working

- Develop effective professional relationships with external agencies and services to support vulnerable students and their families.
- Gather, prepare and share relevant information with external professionals in accordance with safeguarding and information-sharing procedures.
- Complete appropriate referrals to external support services, including Early Help, mental health, family support and specialist intervention services, under the direction of the DSL or DDSL.
- Attend and contribute to multi-agency meetings, providing relevant information and updates regarding student needs, interventions and progress.
- Work collaboratively with external professionals to support the implementation and review of agreed actions and

support arrangements.
- Maintain accurate records of referrals, professional discussions and agreed actions, ensuring appropriate follow-up.

Monitoring, Administration and Communication

- Maintain accurate safeguarding documentation and contribute to the effective organisation and administration of safeguarding processes.
- Support the monitoring of relevant risk assessments, safeguarding policies and associated compliance records.
- Prepare safeguarding information, reports and updates for relevant colleagues and school communications as required.
- Contribute to the preparation of the weekly staff bulletin and half-termly pastoral newsletter.
- Maintain appropriate communication with students, families, colleagues and external professionals, ensuring information is shared sensitively and professionally.
- Attend safeguarding team meetings, case discussions and scheduled professional supervision sessions.
- Support safeguarding-related activities and initiatives, including lunchtime clubs and opportunities to promote student safety and wellbeing.
- Keep up to date with relevant safeguarding legislation, statutory guidance and school policies and procedures.

General Responsibilities

- Promote the school's vision, values and commitment to safeguarding, inclusion and positive outcomes for all students.
- Contribute to a safe, supportive and inclusive school environment in which students feel valued and able to raise concerns.
- Participate in allocated school duties, including break and lunchtime supervision, in accordance with school expectations.
- Respond professionally and appropriately to safeguarding incidents, emerging concerns and unplanned situations, following established procedures.
- Contribute to the development, implementation and evaluation of relevant school policies, practices and improvement priorities.
- Maintain high standards of confidentiality, professional conduct and appropriate boundaries when working with students and families.
- Participate in relevant training, professional development, appraisal and safeguarding supervision arrangements.
- Undertake any other reasonable duties commensurate with the nature and level of the post, as directed by the Headteacher or appropriate line manager.

Whole School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the schools' values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Participate in KPHS daily duty rota.

Health and Safety

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Undertake first aid training and provide first aid support and associated administration duties as required by the school.

Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

- Take part in the school's appraisal procedures.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that are not specified in this job description.
- Respect individual differences and cultural diversity.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

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Person Specification

No.	CATEGORIES	Essential/ Desirable	App Form	Interview
1.	Relevant qualification in safeguarding, education, social care, youth work or a related field, or equivalent demonstrable professional experience	E	√	√
2.	Advanced safeguarding or child protection training	D	√	√
3.	Relevant training in Early Help, child protection, mental health, exploitation or other safeguarding-related areas	D	√	√
EXPERIENCE				
4.	Experience of working directly with vulnerable children or young people in education, social care, youth work or a related setting	E	√	√
5.	Experience of identifying, responding to and recording safeguarding or welfare concerns appropriately	E	√	√
6.	Experience of supporting children or young people experiencing complex personal, social or family circumstances	E	√	√
7.	Experience of working collaboratively with parents/carers, colleagues and external professionals to support children or young people	E	√	√
8.	Experience of maintaining accurate, confidential records and preparing information or reports for relevant professionals	E	√	√
9.	Experience of delivering targeted safeguarding, wellbeing or early intervention activities to children or young people	D	√	√
10.	Experience of contributing to multi-agency meetings, referrals or coordinated support arrangements	D	√	√
11.	Experience of using CPOMS or a similar safeguarding recording and case management system	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Sound knowledge and understanding of safeguarding and child protection responsibilities, including relevant statutory guidance and school procedures	E	√	√
13.	Understanding of safeguarding risks affecting young people, including exploitation, online safety, harmful relationships and domestic abuse	E	√	√
14.	Ability to recognise safeguarding concerns, assess the need for further action and escalate concerns promptly through appropriate procedures	E	√	√
15.	Ability to build positive, trusting and appropriately boundaried relationships with vulnerable students	E	√	√
16.	Ability to respond calmly, sensitively and professionally to safeguarding disclosures and challenging situations	E	√	√
17.	Ability to deliver appropriate guidance and targeted interventions to support students' safety, welfare and wellbeing	E	√	√
18.	Excellent communication and interpersonal skills, including the ability to engage effectively with students, families, colleagues and external professionals	E	√	√

19.	Ability to work collaboratively with safeguarding colleagues and external agencies, contributing to coordinated support for students and families	E	√	√
20.	Strong organisational skills, including the ability to manage an allocated caseload, prioritise competing demands and meet deadlines	E	√	√
21.	Ability to maintain accurate, factual and timely safeguarding records and handle sensitive information confidentially	E	√	√
22.	Ability to exercise sound professional judgement, recognise the limits of own responsibilities and seek appropriate guidance when required	E	√	√
23.	Understanding of equality, diversity and inclusion and the ability to respond appropriately to students from a wide range of backgrounds and circumstances	E	√	√
24.	Competence in using ICT systems to record, retrieve and communicate information accurately and securely	E	√	√
PERSONAL CHARACTERISTICS				
25.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
26.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
27.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√

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