



**Newsome Academy**

# WELLBEING/PDBA OFFICER CANDIDATE RECRUITMENT PACK



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A proud member of



# Information about our Academy



Best Wishes,  
Dean Watkin, Headteacher,  
Newsome Academy

It is a privilege and a source of great pride to serve both the school and wider community at Newsome. We work closely with the community, parents and carers to make sure everyone is part of our journey to continue to raise standards and create a school where everyone counts; where everyone has the chance to succeed, to discover themselves and learn how to lead a life of integrity, respect and happiness. It is vital that everyone in the community has a voice and knows that they are listened to, including pupils, staff and parents and carers.

Newsome Academy is an aspirational and inclusive school. We believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school. We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring children who are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others. We aim to consistently promote fundamental British values and pupils' spiritual, moral, social and cultural development. **You will hear the word 'family' mentioned a lot and we operate very much in this way.**





## Information about the Role and Department



### Wellbeing/PDBA Officer

- **Contract term:** Fixed Term - initially 12 months
- **Salary:**
  - NJC20 - £25,991 (FTE)
- **Contract type:**
  - Term Time +5days (37 hours p/w)
- **Start Date:**
  - As soon as possible
- **Closing Date for Applications:**
  - Friday 28th January
- **Interview Date:**
  - W/C 31st January

### Are you a talented professional looking for a new challenge?

We are looking for a talented **Wellbeing/PDBA Officer** that is forward thinking, dynamic and resilient who, working in collaboration with the Wellbeing and Pastoral Team, will provide high quality support to our vulnerable learners. The colleague appointed will be a natural inspirer, with the ability to work collaboratively with colleagues at Newsome Academy.

It is crucial that the successful candidate has a sound understanding of school landscapes and how to achieve success within these parameters. As well as supporting the wellbeing/safeguarding department, the successful candidate will also be part of the wider pastoral and wellbeing family.

#### Department Information

- This is an exciting stage for the department as we have made many changes across the school over the past twelve months. The department consists of 3 members of staff - in addition to the further 6 members of the Pastoral Team.

#### Support and Opportunities

- We invest in and support our staff and over the last 12 months have welcomed colleagues onto the Senior Leadership team and other whole school responsibilities as part of their development.
- We support outward facing initiatives through promotion of school visits and CPD training. We also have opportunities for colleagues to gain wider experience in whole school initiatives and this has supported the promotion of a number of internal appointments over the past 12 months.

### Exploring our lovely Academy Further...



**Joining a new school is a huge thing and it is important to get a feel. Take a look at our website and the video links which give a flavour of what our Academy is like:**

- Get a feel for our environment through our [transition video](#).
- Take a look at the Academy in action through our [Discovery week video](#).
- Take a look at our [parental welcome video](#) by the Headteacher.

# Job Description

## Purpose

- The Officer will take lead responsibility for safeguarding and child protection across the school. They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority and working with a range of other agencies. They will take part in strategy discussions and interagency meetings and contribute to the assessment of children.

## Duties and Responsibilities

- Be the Anti-Bullying Lead with the responsibility for tracking incidents, promoting awareness and overseeing the Student Anti-Bullying Team
- Support in a range of additional pastoral and attendance support depending on need
- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the channel programme
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals
- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the Designated Safeguarding Lead and if not the same person the Principal of safeguarding issues, especially ongoing enquiries into whether a child at risk of harm, and police investigations
- Liaise with staff, especially pastoral support staff, school nurses, IT technicians on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies
- Act as a source of support, advice and expertise for staff
- Understand the assessment process and Led /coordinate Early Help and statutory intervention acting as lead practitioner where necessary, including local criteria for action and local authority children's social care referral arrangements
- Attend and contribute to child protection case conferences effectively when required to do so
- Ensure safeguarding records are kept up to date using school systems in accordance with statutory guidance and school policy
- Update the CPOMS child protection database daily, ensuring that all reported incidents are dealt with efficiently
- Where children leave the school, securely transfer their child protection and/or safeguarding file to their new school as soon as possible, separately from the main pupil file and confirmation of receipt should be obtained
- In addition to the child protection file, the Deputy(Lead) Safeguarding Officer should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving.
- Support the DSL/Principal in provide safeguarding reports to the Governing Body
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Support the DSL/Principal to carry out an annual safeguarding audit to evaluate compliance and the effectiveness of school safeguarding systems, and complete an action plan where necessary to address any gaps and areas for development.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

# Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Numeracy and Literacy skills to a level to assist students with their work (GCSE/O'Level Grade C or above)</li> </ul>	<ul style="list-style-type: none"> <li>Training in relevant support strategies</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Strong ICT skills</li> <li>Experience of working with young people in relation to social, emotional, behavioural issues</li> <li>Experience of working in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school with a similar context</li> <li>Working with vulnerable students</li> <li>Experience of developing effective strategies to promote positive Behaviour</li> <li>Experience of managing challenging and extreme behaviour of pupils</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>High expectations which motivate and challenge students</li> <li>Understanding and commitment to Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Child protection</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Ability to relate to children and adults</li> <li>Values-aligned &amp; resilient</li> <li>Ability to work as a team member</li> <li>Ability to work in a calm manner with children exhibiting behavioural difficulties</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>Ability to think clearly and remain calm in an emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

# Information about our Multi-Academy Trust (Impact)



Best Wishes,  
Mick Kay, Chief Executive Officer  
& Accounting Officer

I am proud to welcome you to Impact Education Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust where hearts and minds connect; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff. Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection. We believe that collaborative leadership and strong partnership development can lead to significant positive impact on the quality of education through sharing the best collective practice. Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.



## Our Trust. Our Family.

Where Hearts and Minds Connect



4200 students | 630 staff | £25m budget



Our Vision		Our Mission	
A Trust where hearts and minds connect; values-driven partners who work collaboratively to ensure education impacts positively on students, families, communities and staff.		Impact Education Multi Academy Trust is on a mission to improve the life chances of children and young people.	
Core Principles - Our 'Golden Threads' throughout the Trust 'Family'...			
<p><b>Values Driven</b> Impact Academies are communities where hearts and minds connect. Each Academy is built around a clear set of values which are focused on transforming the lives of our students.</p>	<p><b>Learning &amp; Research Focused</b> Impact Academies transform learning through high quality teaching, coaching and using what works best from research. Academies are on a journey of continuous improvement, whilst ensuring student and staff wellbeing is at the heart of our work.</p>	<p><b>High Expectations</b> Impact Academies provide clarity of vision which will enable us to develop shared goals with leaders feeling empowered to share their skills and knowledge for the benefit of the wider trust. Our leaders will inspire, motivate and lead with emotional intelligence.</p>	<p><b>Effective Relationships</b> Impact Academies place the development of effective relationships at the heart of their work. How we connect with each other, the community, culture, our learning and the wider world is the foundation of everything we do. Our relationships are built on mutual respect, professional trust and challenge.</p>
<p><b>Development Opportunities</b> Impact Academies invest in personal development of students and professional development of staff. Impact Academies provide all staff with opportunities to make contribution to their communities and beyond.</p>			







WE LOOK  
FORWARD  
TO HEARING  
FROM YOU  
SOON.

**Impact**  
Education  
Multi Academy Trust

