



FRED LONGWORTH

HIGH SCHOOL



Belonging, Engaging, Succeeding Together

Information for Candidates



Safeguarding Officer

Salary: Grade 7 (£29,777 - £33,945) Actual pro rata salary £27,000 - £30,800 pay award pending

Start date: Required for October 2024

Closing date for Applications: Friday, 27th September 2024

POSTAL ADDRESS

Printshop Lane, Tyldesley,
Manchester, M29 8JN

CONTACT US

enquiries@flhs.wigan.sch.uk
<https://flhs.org.uk>

About our School

“There is a calm and orderly atmosphere in lessons and around the school. Pupils reported that staff will deal with any rare incidents of poor behaviour quickly and effectively.”
OFSTED 2022

Welcome to Fred Longworth High School

Established in 1964, Fred Longworth High School is a large 11-16, mixed comprehensive school with 1300 students on roll. It is a wonderful school, renowned for its family atmosphere and excellent reputation for innovative teaching and learning. Our reputation locally means that we are always over-subscribed and we pride ourselves on the strength of our relationships with students and parents. The school was graded ‘good’ in its last inspection (October 2022).

As a former Arts College, we maintain rich provision in the Arts, which are generously funded. The school regularly hosts an array of performance events including music concerts, dance shows, school productions and student films. We are nationally renowned for our provision in the Arts and have numerous links with a variety of external Arts organisations, including the National Theatre, who perform productions in school. Our provision in the Arts makes the school unique and a vibrant place to work and study.



2020/21

Demolition of our old Mathematics and Humanities blocks, replaced by a new £3.3 million three floor building.



2022/23

Work commences on a brand new building on our school field to replace our existing school. Work was completed by October 2023 and opened the same month..



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Welcome from our Headteacher



Dear Applicant,

Thank you for your interest in the position of **Safeguarding Officer** at Fred Longworth High School.

To help you decide if the position would suit you, we offer some details and thoughts, which we hope will give you a flavour of our school.

Following the retirement of the current post-holder, we wish to appoint a full-time Safeguarding Officer to join our strong and highly supportive pastoral team. The person appointed will be part of the team that is responsible for coordinating safeguarding and child protection practice at Fred Longworth High School.

This is an exciting time to be joining our school. In July 2021 the Maths and Humanities Faculties relocated to brand-new, state of the art facilities in a purpose-built block. This work was the first phase in the complete rebuild of the school.

During October 2023, the rebuild was completed ensuring that Fred Longworth High School has state-of-the-art facilities for all subjects.

You'll be joining a school team that offers:

- Pupils whose behaviour is excellent and who enjoy learning.
- An exciting and caring environment in which to work and teach.
- A friendly and supportive staff who have high expectations of what can be achieved.
- An ambitious and supportive leadership team with a clear vision for the school.
- High quality support and professional opportunities.
- A Board of Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas.
- A genuine opportunity to make a difference.

For further information about Fred Longworth High School please visit our website at <https://flhs.org.uk/>



The closing date for applications is Friday, 27th September and interviews will be held shortly afterwards. We look forward to receiving your application.

Yours sincerely,

Mr Paul Davies
Headteacher

Our Values

'By working together, we enable everyone to experience success, and fulfil their potential within a caring and effective learning environment'

Belonging, Engaging, Succeeding Together (BEST)

At Fred Longworth High School, our aim is for every student to achieve at the very best levels possible. High expectations, together with excellent relationships between staff and students based on mutual respect, lead to an atmosphere in which students enjoy their learning. Our BEST values are at the core of the school's work and ethos.

Our relentless focus on delivering a high-quality curriculum, through expert teaching, ensures that students have the best possible learning experiences in the classroom. Our emphasis on homework also helps them to extend their learning beyond the school day and to develop important independent learning skills.

"Pupils appreciate the range of help that they receive to support their mental health and well-being. They have positive relationships with each other and their teachers. Pupils are polite and behave well. They work hard in lessons."

OFSTED 2022

Our students are encouraged to work hard so that they take full advantage of the excellent learning opportunities open to them. We make sure that they are rewarded for their hard work through praise and also through a comprehensive system of rewards and merits.

Fred Longworth High School also has an excellent reputation for its extra-curricular provision, particularly in the Arts. We actively develop our students as confident and imaginative young people.

We believe in giving our students the best possible experiences of working with professionals within the Arts. The Art, Drama, Music and Dance departments have forged important links with Arts organisations including the Royal Shakespeare Company and the Halle Orchestra. We also commission artists and performers who work across the curriculum to develop students' talents in visual and performing arts.

Working at FLHS

Become part of the Freddie's Family.

We want all staff at Fred Longworth to experience a sense of belonging as a valued member of the Freddie's community.

We want our staff to take pride in their work and feel supported to be able to do their job to the best of their ability. We expect all staff to engage with our Freddie's BEST standards to ensure effective provision in the classroom, across the wider Faculty and ultimately across school.

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 100 staff, and the majority live within 30-45 minutes of the school.

During the academic year the school closes at 2pm every Monday week B to allow staff to fully engage in professional development opportunities that will enhance the teaching and learning across school. All teaching staff have created their own Action Research Projects which are used to drive the focus of their own professional development.

Weekly Management Board meetings with Heads of Faculty take place in order to provide an opportunity for Heads of Faculty and Senior Leadership Team to discuss key priorities. Heads of Faculty play a key role in the strategic



development of pedagogy.

Professional development opportunities include:

- ECT and ITT programmes of training
- Primary transition projects
- Teaching and Learning library/'swap shop' available in the staffroom
- 'Teachers of.....' training and development sessions
- 'Market Place' activities to provide opportunity for sharing good practice
- New staff induction programme

"Staff are very proud to work at the school. They said that leaders consider their workload and well-being in the decisions that they make. Staff feel very well supported and spoke highly of the training."

OFSTED 2022

Job Description

Salary:

Grade 7 (£29,777 - £33,945) - Actual pro-rata salary (£27000 - £30,800) - Pay Award Pending.

Hours:

37 hours per week - Term Time plus 3 weeks.

Required for:

October 2024.

Closing date for applications:

Friday, 27th September 2024.

Job Summary:

The Safeguarding Officer will be the first point of contact for staff members for all Safeguarding concerns. They will be supported by and report to the Designated Safeguarding Lead (DSL) - currently the Deputy Headteacher, in leading and managing safeguarding and child protection practice at Fred Longworth High School, and ensuring the safeguarding and welfare of all pupils in the school. They will coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. They will work with the DSL in developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary.

Key Duties:

- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- Work with class teachers, the Local Authority and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with formal plans – including Children Looked After and Children in Care.
- Provide a range of administrative support including word processing, sorting and distributing mail, photocopying and filing.
- Report to the Safeguarding Lead on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.

Main Duties and Responsibilities:

- Implement Fred Longworth High School child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child, liaising with the DSL when these happen.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required; this includes Encompass Notifications and records on the

Job Description

CPOMS system.

- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable pupils' welfare.
- Initiate and refer pupils to outside agencies and co-ordinate referrals.
- Liaise with school staff in initiating multi-agency referrals for pupils.
- Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate.
- Work with a group of Children Looked After (CLA) coordination the support, reviews and PEP meetings for these students. Co-ordinate the multi-agency approach to address safeguarding issues.
- Ensure that vulnerable pupils who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions assigned to Fred Longworth High School from planning and interventions meetings are successfully carried out and monitored.
- Working with the school's Mental Health Co-ordinator, co-ordinate and manage counselling and provision for mental health, this includes referrals, guidance and advice.
- Work closely with Heads of Year and the Attendance Officer and Inclusion to support attendance for vulnerable groups.
- Collate and produce statistical and other information for the Board of Trustees with regards to safeguarding and child protection.
- Support the Safeguarding Lead in the planning and delivery of safeguarding training within the school including induction and refresher training.
- Attend and participate in Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required.
- Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
- Coordinate the multi-agency approach to prevent and address child protection issues and children in need at Fred Longworth High School.
- Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.

Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

Essential Professional Experience, Knowledge & Understanding:

- Experience of working with young people and a good understanding of safeguarding.
- Willingness to participate in further training and development opportunities.
- Experience of using software to produce a range of professional documents.

Essential Abilities and skills:

- Significant organisational and administrative skills, supported by a proficiency with ICT.
- Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.
- Excellent interpersonal skills and solution focused approach to professional relationships.
- Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people.
- Ability to work under pressure and meet deadlines whilst still being polite and reasonable.
- The ability to build and maintain relationships with the whole school community.
- The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- Ability to work as part of a team and demonstrate initiative.

Essential Personal Qualities:

- A commitment to working in a busy school environment.
- A commitment to safeguarding and promoting the welfare of young people.
- A willingness to challenge opinion, where necessary, and to drive the Child Protection agenda.
- A willingness to undertake DSL training in order to have an in-depth knowledge of safeguarding policy and procedures.
- Flexible, motivated and committed to high standard of working, with a willingness to take on additional duties.
- Good attendance and punctuality.
- Adaptability to changing circumstances and new ideas.
- Resilient and determined to achieve goals.
- Committed to the ethos of the school.
- Emotionally resilient.

Person Specification

Essential Equal Opportunities Awareness:

- A commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach.
- A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities.
- A commitment to working in a flexible and collaborative manner with all members of the school community.

Desirable:

- Experience of working in the field of Child Protection with relevant qualifications.
- An in-depth and up-to-date understanding of child protection and safeguarding legislation.
- Up-to-date knowledge of local, national, voluntary and community health and well being services and agencies.
- Experience of planning and coordinating meetings in a time-pressured environment.
- The confidence and good judgment to manage situations relating to the behaviour of others towards a child.

How to apply

Please download and complete our Support Staff application form available via this link to our website:

<https://flhs.org.uk/vacancies>

You should attach a letter of application (no longer than two sides of A4, Arial, Font size 11) outlining your educational philosophy, how you have prepared yourself for this post, your strengths and interests and what you have to offer. In particular, your views on raising and maintaining levels of achievement would be most welcome.

Completed applications should be submitted via email to: recruitment@flhs.wigan.sch.uk

The closing date for applications is Friday, 27th September 2024 and interviews will be held shortly afterwards. We look forward to receiving your application.

The School Board of Trustees is committed to safeguarding and promoting the welfare of children.

All posts are subject to Enhanced Disclosure Procedures.

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