



Designated Safeguarding Officer



The Archer Academy is an outstanding secondary school at the heart of our community, providing students from all backgrounds with the inspirational education they need to live successful and fulfilling adult lives.

www.thearcheracademy.org.uk

Summer Term 2022



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Realising potential. **Inspiring creativity.** Engaging with our community.

The Archer Academy
Stanley Road Campus
Eagans Close
East Finchley
N2 8GA

July 2022

Dear Candidate,

Thank you for your interest in the Archer Academy and the post of **Designated Safeguarding Officer**. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further background information is available on our website and in our prospectus – I would encourage you to review both.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

We are a maturing 11-16 secondary school which opened in September 2013 in East Finchley, serving families in the surrounding areas of North London. The school was created to meet the needs and desires of parents, primary school governors and the local community, for a first-choice, non-denominational, coeducational secondary school.

We are significantly over-subscribed, with over 1100 applications for entry in September 2022. We became a complete school in September 2017 for the first time, with students in years 7 through to year 11. Our pioneer year group sat our first set of GCSE examinations in the summer of 2018. We have now secured four sets of GCSE results, which confidently place us in the top 10% of all schools nationally. We were graded 'outstanding' by Ofsted in June 2019.

What is our school all about?

We are a campus school, a model which we believe allows us to create a distinctive atmosphere on each site. Our students complete Lower School, Years 7 to 9, at our Stanley Road campus, a state of the art building with incredible facilities. Our students graduate to our Upper School at Beaumont Close, just a few minutes' walk away, in Year 10. Our campus provides each cohort the chance to grow and develop amongst their closest peers and creates a real sense of progress when students graduate to the college-like atmosphere of Upper School, a rite of passage they aspire towards. Our campus model also reinforces the small, community feel of our school.

We currently have 486 students in years 7-9 and 324 students in year 10-11. We are currently an 11-16 school, working in a strategic partnership with Woodhouse College and Barnet and Southgate College for post 16 education. This partnership is dynamic and evolving rapidly, securing a third transition point for our students and professional development opportunities for our staff. We are ambitious to continue to develop this provision over the coming years and see ourselves very much as an evolving 11-18 school.

We are now confidently in our ninth year as a school, we are firmly established, with a strong, experienced team in place. We are exciting about the opportunities ahead of us as a school as we seek to be beyond outstanding.

What opportunities does this role provide?

As we move into this next phase of our school's journey, we are seeking an ambitious and talented colleague with a background in safeguarding and pastoral care, to join our team.

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Safeguarding and the safety and happiness of our students sits at the very heart of our ethos. We know that when young people feel safe at school and at home that they can and will thrive. Our safeguarding policy and practice was confidently rated as outstanding by Ofsted and we strive to be a sector leading school in this area. We have close working relationships with a range of external agencies and are always keen to learn and explore new and innovative approaches.

This is a new role within our school and has been designed within a new staffing structure focused on our strategic and operational priorities surrounding behaviour, pastoral, safeguarding and wellbeing. We are seeking a dedicated professional with experience of working with young people and their families to further secure our safe and ambitious community.

Ideally, we are seeking a colleague to join our team from September 2022; however, there is potential for flexibility around this for the right candidate. Please do reach out to the Headteacher to explore options in advance of interview.

Does this sound like the school and role for you?

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At the Archer Academy we are evolving our exceptional school and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I can promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the "Join us tab". Tours of the school are encouraged, with an opportunity to meet staff and students, and we would be delighted to welcome you to our school. Please contact Jessica Scott (details below) to arrange a visit.

Please submit your application by email to, Jessica Scott, Headteacher's PA & HR Manager, at recruitment@thearcheracademy.org.uk. Please do not hesitate to contact Jessica with any questions or to arrange a tour of the school.

Interview dates are as advertised.

Deadline for application: Midday on Friday 15th July 2022

Provisional interview date: Monday 18th July 2022

This is undoubtedly an exciting time to join the Archer Academy, as we move confidently into our next phase. We very much look forward to hearing from you and thank you for your interest in our school.

With my very best wishes,



Lucy Harrison

Headteacher

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Our Vision

Our three-fold vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and ambitious education for local children, an experience that they will relish and that will prepare them for adult life. It underpins every aspect of life at the Archer Academy and is the benchmark against which we measure our success.

Realising potential:

Helping students to achieve personally, socially and academically to the best of their abilities. Our outstanding teachers set high standards and challenge each and every student to fulfil their individual potential, both in their studies and through extra-curricular activities.

Inspiring creativity:

Providing an enjoyable and inspirational education that encourages students to be analytical, inventive and self-motivated. This commitment to creativity and analytical thinking applies across the whole curriculum as well as our extra-curricular opportunities.

Engaging with our community:

Ensuring that students respect others and value working with others for mutual benefit. The Archer Academy is a school with its roots in the community, and so responsibility and participation are fundamental to our ethos.

Supporting our students

We create a culture that celebrates achievement in all aspects of school life. For the school, good behaviour and firm discipline underpin a happy, respectful and productive learning environment.

We also offer an extended day twice a week, during which students take part in extra-curricular activities. We provide a broad enrichment programme that covers: sports clubs and teams; creative arts societies; media and politics; vocational and entrepreneurial societies; and voluntary work and awards schemes.

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Our School

We want to ensure that our students enjoy their learning and make good progress. We promote an active and inclusive culture of learning, ensuring that our students are inspired and fully involved in developing their skills, knowledge and understanding across all areas of school life and believe that a strong pastoral ethos and structure is a core component in achieving this.

We have high expectations of all our students and motivate them to have the high aspirations which drive a desire to achieve more than they thought possible. Our students are respectful and purposeful in their learning.

We aim to ensure that each student realises their potential whilst at the Archer Academy. We have a creative and academically rigorous curriculum which is designed to support, stretch and challenge all students.

We have high expectations of all our students and motivate them to have the high aspirations which drive a desire to achieve more than they thought possible. Our students are respectful and purposeful in their learning.

Our students receive regular guidance from their subject teachers and form tutors on their progress, they know their current attainment and what they need to do to improve. Our students are developing their skills as independent learners and their abilities to be empowered and successful students.

We focus clearly on developing our students as lifelong learners with the skills they need for their futures. Students' literacy and numeracy skills are explicitly developed both within, and outside, the classroom.



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Job description

Title: Designated Safeguarding Officer

Grade: **School Scale Point: 24 to 27 (actual salary - £27,627.62 - £29,655.74)**

Post: Term time plus one week. With a specific requirement to work designated days at the end of August in advance of the return to school. Full Time, 36 hours per week.

Reports to: Senior Assistant Headteacher, Pastoral and Wellbeing

Core Purpose

To work within our Safeguarding Team to play a key role in ensuring that all our students are safe and well supported whatever challenges they face. To further foster our culture of safeguarding and wellbeing. To report to the Senior Assistant Headteacher, Pastoral and Wellbeing (DSL), acting a central point of safeguarding and child protection related support, advice and guidance for staff, students and their parents.

The Safeguarding Team

The Safeguarding Team is led by the Senior Assistant Headteacher for Pastoral and Wellbeing who acts as the school Designated Safeguarding Lead (DSL). The Safeguarding Team is composed of further senior teachers, Heads of Year, a Safeguarding Officer and school counsellors.

The role

To support the Designated Safeguarding Lead (DSL), working within the Safeguarding Team, with safeguarding and child protection across the school at an operational level. The Designated Safeguarding Officer will take part in strategy discussions and inter-agency meetings and contribute to the assessment of students. The Designated Safeguarding Officer will also advise and support other members of staff on child welfare, attendance issues, child protection matters and liaise with relevant agencies such as social care, CAMHS, the Local Authority and the police.

Key Responsibilities

- To promote the development of a culture of safeguarding in the school, this includes developing, monitoring and reviewing internal policies and systems in relation to safeguarding and child protection.
- To have responsibility for monitoring and assessing the impact of safeguarding and child protection practice at every level in the school, identify risks and communicate those risks to the Headteacher and Senior Assistant Headteacher.
- To audit existing safeguarding procedures to ensure that they are developed, maintained, reflect best practice and are in accordance with the aims and objectives of the school.
- To develop and have operational responsibility for referral systems which promote the sharing of information and a common approach to keeping children safe.

Specific responsibilities

- To receive safeguarding referrals, triage and respond appropriately by ensuring the appropriate reporting procedures are followed and the best interests of the child are prioritised.

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- To manage and ensure that initial investigations are carried out in accordance with the school, local and national guidelines and policy.
- To organise and/or attend multi agency case conferences, strategy discussions and other safeguarding and child protection meetings.
- To plan, coordinate and review the provision and interventions for safeguarding children.
- To construct or contribute to student Risk Assessments and Support Plans, and support colleagues in ensuring that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- To plan and coordinate the early identification of vulnerable children and families.
- To liaise with staff to provide support to vulnerable students to raise achievement and attendance and to help them overcome barriers to learning.
- To set up and attend regular meetings, including the school Safeguarding Panel, with key pastoral leaders in the school to ensure clear lines of communication.
- To act as a source of support, advice and expertise for staff and provide advice and support to parents/carers of vulnerable students, including making home visits.
- To produce timely and accurate reports and presentations on safeguarding and child protection for the Headteacher, Senior Assistant Headteacher (DSL), SLT and governors.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and report where required.
- To work directly with students in need and their families in the community to promote, strengthen and develop the potential of parents/carers and their children to prevent children becoming look after and/or suffering significant harm, or to improve attendance.
- To co-ordinate safeguarding and welfare referrals to access need, ensure appropriate and timely interventions are in place to meet the needs of vulnerable and at risk students, including managing own case load.
- To initiate and refer students to outside agencies and coordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for students.
- To attend, and in some cases Chair, internal and external meetings to advocate for students and support colleagues and partners to develop successful outcomes for students, arranging and chairing meeting as required.
- To support the Senior Assistant Headteacher (DSL) to develop safeguarding resources throughout the academic year to raise awareness of related issues and equip all students and staff to keep themselves and others safe.
- To support and lead on staff development and training as required.
- To ensure safeguarding and child protection files are transferred to new schools securely and received from previous schools in a timely manner.
- To ensure own professional development and training is kept up to date, including attending regular Local Authority briefings.

All members of Archer Academy staff are expected to:

- Actively contribute to the wider life of the school.
- Undertake professional development as agreed with school leaders.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher.
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate.
- Contribute to the overall ethos and aims of the school.

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Responsible to: Senior Assistant Headteacher, Pastoral and Wellbeing

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE. Evidence of further study. Commitment to personal/professional development. 	<ul style="list-style-type: none"> Degree or higher level equivalent.
Knowledge	<ul style="list-style-type: none"> Understanding of the principles of safeguarding practice. Knowledge of safeguarding practice. Knowledge of current safeguarding issues and themes. Working knowledge of Safeguarding and Child Protection policies, procedures and issues. 	
Experience	<ul style="list-style-type: none"> Successful experience of working with young people. Ability to understand and manage complex situations across services, partner agencies and organizational boundaries. Experience of providing information, advice and guidance to staff, young people and their parents. Experience working in partnerships with external agencies. Analytical and problem solving skills based on a clear understanding of issues facing the school. 	<ul style="list-style-type: none"> Experience of working in the school setting. Experience of using online platforms for recording safeguarding concerns.

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Personal qualities	<ul style="list-style-type: none">• High levels of integrity and professionalism.• Ability to work well in a team.• Ability to think originally and creatively.• Enthusiasm, energy and commitment.• Possess excellent ICT, written and verbal communication skills.• An understanding of and commitment to the Archer Academy vision.• Have the ability to relate positively to students, parents and other stakeholders to engage them successfully in the life of the Academy.• Be committed to maintaining an inclusive ethos in the Academy.• Appreciate the balance between the academic, social and emotional development of young people needed to create an outstanding school.	
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Safeguarding:

The Archer Academy is committed to safeguarding all children.

Candidates must be suitable to work with children and young people. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Members of the Panel have undergone Safer Recruitment training.

Equality & Diversity

The Archer Academy is also committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.