



**Peacehaven
Community
School**

Aspire • Believe • Contribute • Achieve

Safeguarding Support Officer
Peacehaven Community School
Information



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Welcome

Dear Applicant

I am delighted that you are interested in being part of our exceptional team at Peacehaven Community School. I hope you will take a look at our PCS Website and PCS Prospectus as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility for Speech, Language and Communication Need (SLCN) and Autistic Spectrum Condition (ASC) where students thrive in an integrated and supporting education.

Peacehaven Community School was judged as “Good” in all areas by Ofsted in October 2023. The school has gone from strength to strength in recent years and is proudly oversubscribed. Standards of teaching and learning at Peacehaven Community School are high. There is a consistent and research led approach to lesson planning, teaching and feedback at the school and an explicit focus on adaptive teaching and embedding formative assessment. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad, balanced and rich which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our values are ‘Aspire - Believe - Contribute - Achieve’ where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils’ contributions at every opportunity and are proud of what we achieve together as a school community. To achieve our vision we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of nineteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.

Peacehaven Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Yours sincerely



Ms Rachel Henocq
Headteacher

Job Description

Job Title: Safeguarding Support Officer
Grade: SAT C
Responsible to: Designated Safeguarding Lead

Purpose of the Job:

To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within Peacehaven Community School.

To support the safeguarding team with administration tasks required to safeguard the children and young people at Peacehaven Community School.

Main duties and responsibilities (Accountabilities):

- To provide administrative support for the Designated Safeguarding Lead and the wider safeguarding team, and the nominated Governor for Safeguarding and Child Protection, including phone calls, emails and other communication;
- To work alongside other employees in the Safeguarding team; Progress/Learning Leaders, Heads of Years/Key Stages;
- To comply with all Trust and school-based policies and procedures;
- To be able to respond to safeguarding concerns when required, including liaising with students, parents/carers and external agencies when necessary;
- To maintain hard and electronic safeguarding records to a high standard as detailed in KCSiE, and uphold confidentiality at all times;
- Provide support to the DSL for staff induction, which includes the school's pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding response to children who go missing from education;
- Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSL and their role;
- To arrange and set up meetings with parents and external agencies where appropriate;
- Carry out home visits and record these following the school's agreed protocol;
- To write and produce minutes of meetings; and attend meetings as required;
- To produce word processed reports, and input data into spreadsheets;
- To organise the calendar for the Safeguarding team throughout the academic year effectively and efficiently;
- To assist the Safeguarding team with the administration of safeguarding training;
- To maintain records of registration during safeguarding training;
- Maintain central database of all training certificates;
- To assist with the preparation and distribution of regular Safeguarding updates;
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- To actively engage in the performance development and management process;
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of safeguarding.

Ethos:

Our Trust is committed to maintaining the highest standards of safeguarding practice and creating an embedded culture of safeguarding across all of our schools.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
Designated Safeguarding Lead Level 3	E
Experience	
Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.	E
Knowledge of what constitutes poor safeguarding practice and unacceptable behaviour which creates safeguarding risks.	E
Demonstrate a working knowledge of the Equalities Act 2010.	E
Knowledge of the statutory agencies' roles in safeguarding children and adults at risk.	D
Experience of working as a deputy DSL.	D
Experience of implementing policies, protocols and guidance.	D
Knowledge and understanding of diverse faiths, communities and cultures.	D
Understanding of the effects of various conditions that affect some children such as, but not limited to, ADHD; autism; Asperger's Syndrome; foetal alcohol spectrum disorder.	D
Knowledge and understanding of working with volunteers.	D
Knowledge and Skills	
Outstanding team-working and organisational skills.	E
Exceptional communication, interpersonal and influencing skills.	E
A child-centred approach, able to maintain this perspective and use common sense.	E
Ability to write concise reports and compile case file information.	E
Ability to deal constructively and objectively with people's emotions (e.g. upset, distress, conflict, animosity).	E
Capacity to handle confidential data/information sensitively and with discretion.	E
Effective prioritisation and time-management skills.	E
Competent and efficient in the use of IT.	E
Effective presentation and facilitation skills.	D
Ability to de-escalate heated and challenging situations.	D
Experience of interviewing children and/or adults in relation to allegations.	D



Working at Peacehaven Community School

At Peacehaven Community School, we are dedicated to realising our vision of providing outstanding education that supports the cognitive and social-emotional growth of our students. We set high expectations for all students and empower them to strive for their personal best, preparing them to thrive in a dynamic world.

We are proud to cultivate a culture of inclusivity, resilience, and community partnership, ensuring that every student is valued, respected, and embraced. Our focus on mutual respect, good manners, and exemplary behaviour is matched by our commitment to providing a comprehensive and balanced curriculum that prepares students for a fulfilling adult life. Encouraging our students to become active contributors to society and responsible global citizens, we offer a wide array of extracurricular activities, trips, and visits that enrich their lives.

Our dedication to delivering innovative and challenging teaching inspires our students to excel and make exceptional progress. We are committed to nurturing a learning environment that transforms lives and empowers our students to aspire, believe, contribute, and achieve greatness.

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Enhanced Maternity Pay
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

Finding Us

Peacehaven Community School

Greenwich Way, Peacehaven, East Sussex, BN10 8RB

01273 581100

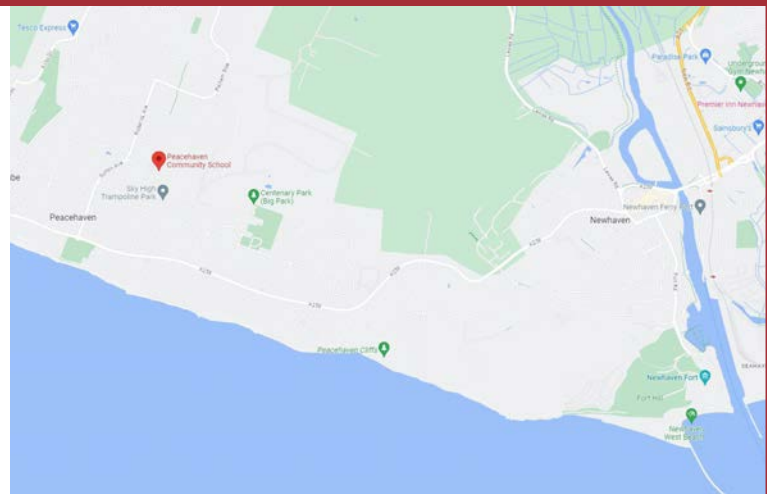
pcs-enquiries@swale.at

Closest Train Station: Newhaven Town

Approx. 71 minute walk

Closest Bus stops:

Roderick Avenue (from Newhaven) - 12 Coaster/12A Coaster
Roderick Avenue (From Brighton) - 12 Coaster/ 12A Coaster
Meridian Centre (From Brighton) 14/14C





Overview of Peacehaven Community School

Joining our team

Peacehaven Community School is a research-engaged, innovative educational institution within the Swale Academies Trust, dedicated to providing an exceptional learning experience for our students. We are delighted that you are considering joining our talented team of teachers, leaders and support staff. At PCS, we are committed to fostering a diverse, inclusive, and supportive working environment, where every staff member can thrive and contribute to our shared mission of nurturing the potential of every student. We are a fully inclusive school with a special facility for students with SCLN and ASC and we believe that all students, irrespective of their starting points, can flourish. Our nurturing and challenging learning environment transforms lives and empowers our students to aspire, believe, contribute, and achieve greatness.

Why choose Peacehaven Community School?

1. **Excellent Working Conditions:** At Peacehaven Community School, we use quantitative measurements of working conditions and research on teacher motivation to optimise our teachers' working environment and identify areas that have the greatest impact on teacher wellbeing. By focusing on data-driven insights, we maximise teacher efficiency and foster a positive workplace.
2. **Career Opportunities:** We understand the correlation between job satisfaction and career progression (Sims, 2018). As such, we provide every staff member, regardless of role, with bespoke career development opportunities. Being part of the Swale Academies Trust enables us to offer an even greater range of opportunities, as we regularly offer promotions across schools for the benefit of our teachers and students.
3. **Supportive Leadership:** Our warm, welcoming, and evidence-informed leadership team recognises the crucial role leadership quality plays in teacher job satisfaction. By living our values every day, we provide unwavering support to our teachers.
4. **Collaborative Staff Community:** Our systems and structures ensure staff members have regular opportunities to engage with their department and colleagues from other departments, fostering a strong sense of community and collaboration.
5. **Professional Learning and Development:** Our evidence-based CPD programme, recognised as a best practice example at national conferences, is integrated with flexible working arrangements to give staff autonomy over their time and support their professional growth.
6. **Research-Engaged School:** We pride ourselves on our evidence-based approach to education, where we are publishing research to support others to better understand research engagement in schools. By joining our team, you will be part of a school that values objectivity and actively engages in educational research.
7. **Ideal Location:** Peacehaven Community School is situated just a 10-minute walk from the seafront, a 15-minute drive from Brighton and is surrounded by the South Downs, offering an excellent local environment for our staff.
8. **Outstanding Facilities:** Built in 2001, our school boasts state-of-the-art facilities and resources for staff and students. With an on-site leisure centre, our teachers enjoy access to excellent amenities for their well-being and work-life balance.

This school is also committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete a DBS check and the post may be offered only on receipt of two good references.



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found [here](#).

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to pcs-recruitment@swale.at or by post to the following address:

PCS Recruitment,
Peacehaven Community School,
Greenwich Way,
Peacehaven
East Sussex
BN10 8RB

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Peacehaven Community School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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