

Safeguarding Officer



Bedford School

Situated just 35 minutes on the train from London St Pancras, and half-way between Oxford and Cambridge, Bedford School is one of the region's leading boarding and day schools, educating boys from the ages of 7 to 18. Part of The Harpur Trust, Bedford's leading educational and social welfare charity, we are a vibrant school with a very strong sense of community, set in a beautiful 50-acre estate in the heart of the town.

There are approximately 700 pupils in the Upper School aged 13 to 18, with roughly 280 in the Sixth Form. 35% of the boys are boarders in our six boarding houses, each of which is "twinned" with a day house. Our Prep School with 400 boys caters for the 7-13 age range on the same campus, and has its own junior Boarding House.

Academic excellence is central to life at Bedford School, and we encourage boys to aspire to the highest possible standards and to stretch their expectation. Boys and staff come from a wide range of backgrounds and we promote a broad and diverse curriculum.

The school was inspected in November 2016, and we are particularly proud of the fact that ISI (Independent Schools Inspectorate) gave us the top ratings possible. Full details, including a copy of the inspection report can be found [here](#):

Bedford School is part of The Harpur Trust

<http://www.bedfordschool.org.uk/Inspection-Report>

The school had a compliance inspection in June 2019 and was pleased to have been found fully compliant in all areas covered by the inspection.

The school adopts a selective entry policy without being ruthless and seeks to provide an environment where all boys from diverse backgrounds will thrive academically. It emphasises continuity of education at 13+ and 16+ so that, although there are academic entry requirements at each point, they are geared to whether boys are suitable to move to the next stage rather than over-formulaic targets. We believe in an all-round education that exposes all boys to a wide range of experiences and opportunities. We also aim to attract boys from a diverse range of backgrounds, facilitated by a strong scholarship and bursary programme: over 50 boys here pay less than 20% of the fees and a great many more receive substantial financial support, with about £1.3m each year being put towards bursaries.

We place great emphasis on the value of Sport, Music and the Arts for the camaraderie, teamwork and self-motivation they instil, and encourage boys to explore their individual talents. Our extensive programme of extracurricular activities is wide-ranging and offers boys the opportunity to learn new skills and discover new interests outside the classroom. Boarding is at the heart of the school and all full-time members of the teaching staff are expected to contribute to the wider life of the school through involvement in the tutoring system and in activities outside the classroom.

The school's ongoing development programme has included the construction of a new Library (2003), Observatory & Planetarium (2003), a new Music School (2006) and a wonderful new theatre in St Luke's Church, on the edge of the estate (2015). Other developments have included renovation of the school dining halls and kitchens (2009), fitness suite (2010), staff common room (2011), sports pavilion (2012) and science department (2015).



The Role

Bedford School is seeking an enthusiastic and dedicated Safeguarding Officer to join our team who shares our vision and ambitions for the young people of this community.

As a Safeguarding Officer you will be responsible for working alongside our team to provide crucial support and guidance to all members of the Bedford School community to ensure that our pupils are safe, happy, and successful. The successful candidate will be committed to guiding the development of pastoral strategies by managing and analysing safeguarding concerns and cases.

This is an exciting opportunity for an experienced professional to contribute to the success and growth of the nurturing and secure learning environment within Bedford School.

Should you have any questions regarding this role, please contact Assistant Head (Pastoral) Matt Gracie - mgracie@bedfordschool.org.uk

Benefits of Service

Bedford School has high expectations of its staff and therefore looks to reward them with a competitive salary, beneficial conditions of service and opportunities for training and personal development.

Bedford is set in beautiful grounds and staff are welcome to make use of the extensive leisure and sporting facilities (which includes gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

A generous holiday allowance, pension scheme and private health care scheme with cash back benefits are available, and all staff enjoy free on-site parking. Lunch and free refreshments are available throughout the day.

General Information

Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Application Process

Applicants are asked to complete the School Application Form (CVs in place of an Application Form cannot be accepted) via our recruitment portal ([portal link](#)).



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Safeguarding Officer

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p>Job Title: Safeguarding Officer</p> <p>Location: De Parys Avenue, Bedford School</p> <p>Reporting Line: Assistant Head (Pastoral) / DSL</p> <p>Hours: 25 Hours per week Monday to Friday, Term Time plus 2 weeks in the school holidays. Working hours can be discussed but flexibility with the ability to work some Saturdays is required.</p> <p>Role Summary: To support the DSL and pastoral management teams in safeguarding pupils by monitoring records, liaising with staff and external agencies, and managing administration of safeguarding cases.</p>
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The Role</p> <p>The Safeguarding Officer will play a crucial role in assisting with developing and implementing safeguarding policies, investigating concerns or incidents, and providing support and guidance to members of staff and individuals at risk. This will include building strong rapport with internal and external personnel, commitment to regular training to ensure knowledge is continuously kept up to date and analysing data related to safeguarding concerns.</p> <p>The Safeguarding Officer will have a solid understanding of safeguarding principles, and legislation with strong investigative skills and the ability to work collaboratively with all members of the school community.</p> <p>The Safeguarding Officer will be dedicated to maintaining a secure environment and adherence to relevant legislation and best practices will be essential in promoting the culture of safety and protection here at Bedford School.</p> <p>Support and Guidance</p> <ul style="list-style-type: none"> • Support the Designated Safeguarding Leads as one within a team of Deputy Designated Safeguarding Leads. • Act as a point of contact for individuals at risk and provide empathetic support, guidance and signposting to appropriate services and resources.

- Monitor progress of vulnerable pupils who have safeguarding concerns and suggest plans to best support them alongside pastoral leads.
- Provide training and guidance to members of staff to raise awareness and ensure comprehensive understanding of safeguarding issues, policies, reporting procedures and best practices relating to safeguarding.
- Report on school trends and guide pastoral strategy during welfare and pastoral committee meetings.
- Establish and facilitate pre-emptive and focused actions relating but not limited to restorative justice and positive relationship programs.

General Duties

- Be an approachable, safe, and inclusive member of staff who all in the school community feel comfortable and confident to approach as a DDSL.
- Uphold confidentiality and prioritise the wellbeing of those involved whilst maintaining accurate and detailed records.
- Attend meetings and encourage cooperation, communication and understanding between the school and home to support pupils. This will involve working closely with parents/guardians, members of staff and external agencies.
- Assist with day-to-day operations that occur in pupil welfare.
- Work closely with the Lead Counsellor, Medical Centre, and pastoral staff to ensure the school acts within the best interests of the pupils.
- Maintain up to date knowledge of local safeguarding procedures, current trends and legislation through regular training and relationship building to support the safeguarding of young people.

Case and Data Management

- Support the DSL with safeguarding concerns raised in the school by responding promptly and impartially.
- Develop and maintain effective case management for pupil welfare and pastoral progress throughout to ensure the correct support is offered throughout.
- Manage and develop coordination and status of safeguarding concerns, referrals, and cases, arranging appropriate action and reviewing support services for pupils and families.
- Monitor data related to safeguarding concerns identifying trends to guide pastoral strategy and development. These may include but not limited to attendance, CPOMS notifications, safeguarding flags, AS tracking and internal recording systems.

This job description is not exhaustive, and the job holder may also be expected to undertake such other comparable duties as may be required from time to time. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.

Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good Level of Education Training in safeguarding for young people.	Higher level education in related fields such as counselling, psychology, or social work. Training to support young people in interventions.	<i>Certificates</i>
Experience	Experience of working in a safeguarding role with children. A solid understanding of safeguarding principles, legislation, and best practices. Relevant experience of working with external agencies. Analysing data to develop strategies and processes.	Previously worked in a school environment or social care. Previous experience of working in a residential educational environment. Previous experience of working as a DDSL or DSL.	<i>Application form and references</i>
Skills and Knowledge	Excellent interpersonal and communication skills with the ability to engage with people from diverse backgrounds and establish rapport and trust. Good investigative skills, with the ability to gather and analyse information objectively. Highly organised with excellent time management skills and the ability to prioritise multiple tasks. Strong teamwork and collaboration skills. Proficient in using computer systems and software for record keeping, reporting and data management.	Knowledge and experience of safeguarding database systems such as CPOMS. Knowledge of educational databases such as iSAMS. Knowledge of local and regional safeguarding board expectations and procedures.	<i>Application form and references</i>

Personal competencies and qualities	<p>Empathetic, compassionate, and able to handle sensitive and emotional situations with professionalism and confidentiality.</p> <p>Committed to supporting and improving the wellbeing of others.</p> <p>Approachable and kind with calm and measured decision making.</p> <p>Able to remain positive and promote positivity during a wide variety of challenging situations.</p> <p>Dedicated to equality and inclusion.</p> <p>Committed to continuous professional development and staying updated with the evolving field of safeguarding.</p>		<i>Interview and references</i>
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