



Redborne Upper School

RECRUITMENT PACK

SAFEGUARDING OFFICER

SEPTEMBER 2026



Aspiration • Responsibility • Respect



HEADTEACHER'S WELCOME

Thank you for your interest in Redborne Upper School and Community College.

Redborne is a vibrant and ambitious age 13-18 upper school, including a thriving sixth form of around 400 students, located in the heart of Ampthill, Bedfordshire. As a large academy with over 1,600 students on roll, we are proud to serve our community by providing high-quality education that combines strong academic achievement with outstanding personal development.



Our school is built on values of inclusion, respect and aspiration. We aim to foster a learning environment where all students feel supported to reach their full potential, both in and beyond the classroom. As a designated training school, we are deeply committed to the development of teaching and learning. This not only benefits our students, but also creates a culture of continuous professional growth for our staff.

Redborne is a unique place to work, not least because of our on-site working farm, which enriches the curriculum and offers students the chance to gain practical qualifications in agriculture. It reflects our wider belief that education should be broad, balanced, and rooted in real-life experiences.

In our most recent Ofsted inspection (July 2024), Redborne was judged to be a 'Good' school. We are proud of this outcome and remain focused on further developing the quality of our provision, especially in pursuit of excellence for every student.

If you share our commitment to high standards, professional development, and inclusive education, we would be delighted to receive your application.

Olly Button

Headteacher

OUR VISION

Our Vision

At Redborne, we are committed to becoming one of the best schools in the country. In order to help us achieve this goal, we will:

- Have outstanding behaviour based upon positive relationships.
- Ensure that all our students enjoy learning from teachers who love teaching.
- Ensure that everyone achieves their full potential.

Staff and students work together towards realising our vision, by linking everything we do to one of our three core values, 'Aspiration', 'Responsibility', and 'Respect'. Every aspect of a student's Redborne experience is aimed at promoting these:

Aspiration

For everyone to achieve.
For everyone to participate.
For everyone to be the best they can be.
For everyone's future.

Responsibility

For our behaviour / actions.
For our commitment to learning.
In our (wider) community.

Respect

For and between everyone.
For others' views / beliefs.
For the school building and environment.

OFSTED SAYS

"Pupils behave well around the school and during lessons. They are polite and courteous to adults. There are positive relationships between staff and pupils."



OUR CAMPUS

Redborne, a 13-18 Upper School since the early 1970s, is ideally placed to provide community education in the area. Redborne serves Ampthill, Flitwick, Maulden and other neighbouring villages.

The school is spread over 40 acres of attractive grounds, with a wide variety of trees, shrubs, flower beds and rock gardens. There are rugby, football, rounders and cricket pitches, netball and tennis courts, as well as an athletics track in the summer.

In addition, there is a floodlit all-weather sports area with an adjoining pavilion, as well as a recently refurbished floodlit 3G football pitch. The school also has its own farm, used to deliver both livestock and horticulture courses - an invaluable learning resource for students.

We cannot describe all aspects of such a large and active school and we therefore offer an invitation to visit us and find out more. Please contact us for an appointment:

Telephone: (01525) 404462

Website: www.redborne.com

Email: admin@redborne.com



SAFEGUARDING OFFICER

- Start Date: ASAP
- Contract: Full-time 20 hours per week. Term time only plus 5 training days
- Hours: Monday – Friday 10.00am – 2.00pm
- Salary: Level 3B (Point 6 - 8)
- Actual Salary Range: £12,357.00 – £12,754.00 (dependent on experience).

Join Our Team and Make a Difference!

Are you a compassionate, vigilant professional dedicated to protecting vulnerable individuals? We are looking for a proactive Safeguarding Officer to join our dedicated team and lead our commitment to creating a safe, supportive environment.

About the Role

In this vital role, you will support the DSL and DDSL in developing an effective safeguarding culture across the school. You will support safeguarding and child protection matters, promoting a culture of safety and managing cases with discretion, empathy and expertise.

Working in a school requires you to have strong organisational and communication skills. There will be face-to-face interaction with students, members of staff, parents and external agencies.

Who We're Looking For

We are looking for someone who:

- Has experience working with children or young people in an educational, youth work or care setting.
- Is a strong and active listener.
- Is calm, resilient and has a non-judgmental approach under pressure.
- Has knowledge of safeguarding practices and child protection procedures.
- Has excellent communication and administrative abilities.
- Has a passion for working in a school environment.
- Has excellent inter-personal skills with students, staff, parents/guardians, external agencies and members of the public.
- Works well in a team.
- Has the ability to thrive under pressure in a busy environment with a varied workload.



What We Offer

- A supportive and inspiring team environment
- Outstanding professional development opportunities
- The opportunity to be part of a school community that values every member of staff
- Work in a school committed to continuous improvement and excellence
- Make a meaningful impact on the lives of young people
- Join a team that values inclusion, development, and wellbeing
- Membership of the Local Government Pension Scheme.
- Access to employee wellbeing support.

Working Hours

Term time only plus 5 training days
Monday – Friday: 10.00am – 2.00pm

If you are passionate about education, eager to develop your skills, and ready to make a real impact — we would love to hear from you!

Visits to the school are welcome by appointment. Please contact Eva Hobson eva.hobson@redborne.com / 01525 404462

Closing Date: Sunday 4th October 2026

We reserve the right to close the application process early. Interview Date: TBA



JOB DESCRIPTION

JOB TITLE: Safeguarding Officer
HOURS: 20 Hours per Week Term Time only plus 5 training days
Monday - Friday 10.00am – 2.00pm
RESPONSIBLE TO: Headteacher
LINE MANAGER: Deputy Designated Safeguarding Lead
JOB PURPOSE: This role is key to supporting the DSL and DDSL in developing an effective safeguarding culture across the school. Supporting all safeguarding and child protection matters that arise at the school and supporting all other staff in dealing with any safeguarding concerns.

MAIN DUTIES AND RESPONSIBILITIES

1. Supporting the Designated Safeguarding Lead in their management of cases within the school.
2. Assist with the administration and support in safeguarding cases as directed by the DSL/ DDSL.
3. Liaison with external agencies and understand who to contact in any certain situations.
4. Completion of referrals.
5. Undertaking early help assessments for identified students and their families.
6. Have a knowledge of all live safeguarding cases within the school.
7. Liaising with school staff.
8. Maintaining up to date records, both electronic and paper and sharing when appropriate.
9. Updating CPOMS.
10. Contribute as required to the annual audit with the trust.
11. Act as safeguarding liaison along with the DSL/ DDSL with the trust and local authority.
12. Maintenance of the First Response List.
13. Stay up to date with KCSIE and other key Government guidance updates.
14. Liaison with PA to the Headteacher regarding the Single Central Record.
15. Supporting the DSL/ DDSL with their annual meeting with the safeguarding Governors.
16. Working closely with year teams, offering advice on safeguarding young people and their families and supporting them with any necessary referrals.
17. Developing risk assessments and Safety Plans for students in need.
18. Supporting the timely transfer of student safeguarding records (both electronic and paper where necessary)
19. Support the DSL/ DDSL to create and maintain files of safeguarding evidence, including supporting Ofsted inspections.



OTHER DUTIES AND RESPONSIBILITIES:

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Education and Qualifications	
• Education to GCSE standard with a minimum of 5 passes at GCSE (Grade 9 – 4 or equivalent qualifications).	• Relevant advanced (Level 3) vocational qualifications (NVQ, BTec, 'A' Levels) • Accredited safeguarding qualification • Additional qualifications as evidence of supporting children and / or their families.
Experience	
• Experience of working with young people in a school environment, in particular working with children and families in difficulty and crisis. • Knowledge of legislation and guidance on safeguarding and working with young people. • Ability to establish good collaborative relationships and networks • Administration experience	• Knowledge of Special Educational Needs and Education Healthcare Plans. • Knowledge of positive behaviour management strategies. • Awareness of local and national agencies that provide support for children and their families • Experience of working in safeguarding in a school or other relevant organisation.
ICT Skills	
• Experience in Microsoft and Google packages.	• Knowledge of CPOMs and BROMCOM
Personal Qualities	
• Full, clean driving licence	• Demonstrate a professional curiosity



• Well organised and capable of showing attention to detail • Good interpersonal skills • Able to work under pressure and as part of a team. • Proactive approach to working. • A commitment to quality and continuous improvement • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns. • The ability to identify examples of poor practice and to raise concerns promptly and coherently through the DDSL and Senior Leadership team. • Able to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to work with a range of people with the aim of ensuring the safety and welfare of children	
Communication Skills	
• Able to communicate effectively verbally and in writing • Effective communication and interpersonal skills	• Competence in communicating using ICT • Ability to work reflectively within a team and be able and willing to offer and receive feedback to improve practice.
Development and Training	
• Willingness to undertake further work-related training	• Willingness to undertake accredited safeguarding qualification. • Evidence of existing professional development

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aspiration • Responsibility • Respect



STAFF WELLBEING CHARTER



Comprehensive new staff induction programme throughout your first year, plus a mentor for all new teaching staff and dedicated meeting time.



Mini-half term (long weekend) during the autumn term, calendar permitting.



Enhanced PPA time for all teaching staff and a generous timetable allowance for form tutors to effectively carry out their pastoral role.



Virtual parent consultation evenings with a flexible finish (8 pm latest).



Complimentary tea, coffee and milk in all staffrooms.



Complimentary Christmas lunch and summer BBQ for all staff.



Well published deadlines and annual calendar consultation.



Maximum of three data collection points per year (per year group)



Reports are produced in a timely manner so they reflect current progress with no lengthy written comments.



Staff Wellbeing Committee for both teaching and support staff.



Commitment to exemplary student behaviour and punctuality, including centralised behaviour systems.



Innovative approach to staffing and timetabling, to meet the bespoke needs of colleagues who work part time.



Clear protocol for emails and a communication policy which protects time outside school.



Dedicated and trained Curriculum Support Assistants in all faculties who provide cover for absent colleagues.



An attractive school environment; open green spaces, commitment to reducing litter and our wonderful school farm.



Plentiful free on-site parking, including electric charging points.



Staff social sessions in the calendar each term plus regular sporting sessions on site. On site fitness suite with free use for all staff.



Opportunities for career development are always considered. Comprehensive leadership training programme.



Regular twilight CPD sessions and a range of professional learning opportunities



After school meetings that average a maximum of one per week for classroom teachers, scheduled to finish by 4.30pm.



Staff Wellbeing and Workload Coordinator guides and develops policies.



Wellbeing services provided including professional supervision and a culture of wellbeing support for all colleagues.



SLT Open Door Policy, including urgent communication outside school hours when required.



Staff professional and personal achievements celebrated.



Developmental approach to lesson observations and professional performance reviews.



Buffet provided for all staff before open evenings.