



## Come and join our amazing team!

Abbot's Lea School is a large and highly successful special school educating over 270 students aged 3-19, who, due to their Autism and associated learning differences, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the International Centre of Excellence for Autism.

We ensure outstanding outcomes for all of our students through our unique *Philosophy of Education* – *The ASD Model* © which underpins our promotion of:

A – academic progress

S – specialist support

D – development of life skills

### Safeguarding Assistant

**Salary:** Grade 5, Term Time Only (FTE Salary per annum **£31,022 - £35,412**)

Actual Salary received for Term Time Plus 2 £28,540 - £32,579

**Working hours:** 35 hours per week, Monday to Friday between the hours of 8.30am-4.00pm

**Contract:** Permanent

#### About the Role

We are seeking a committed and proactive Safeguarding Assistant to join our safeguarding team. This is a key role supporting the delivery of safeguarding responsibilities, working closely with students, families, and external agencies to ensure the safety and wellbeing of all learners.

The successful candidate will play an active role in early help processes, attendance improvement, and multi-agency working, ensuring that students and families receive the right support at the right time.

#### Key Responsibilities

- Support the Safeguarding Officer with case management, including Early Help Assessments (EHATs)
- Make referrals to statutory services, including Section 17 and Section 47
- Attend and contribute to child protection conferences and core group meetings
- Act as Deputy Designated Safeguarding Lead
- Undertake welfare checks and home visits where required
- Work closely with families to improve attendance and engagement
- Develop and implement strategies to support students returning to education
- Liaise with internal staff and external agencies to coordinate support
- Maintain accurate records, reports, and safeguarding documentation
- Contribute to safeguarding education and preventative support for students

#### For the posts advertised, you must be.

A highly organised and resilient individual with a strong commitment to safeguarding and supporting young people.

## **You will have:**

- Experience working in safeguarding with children and young people
- Strong knowledge of safeguarding issues (e.g. CSE, FGM, Prevent, CCE)
- Excellent communication skills, with the ability to work with families and professionals
- The ability to manage sensitive situations with professionalism and confidentiality
- Strong organisational skills and the ability to manage competing priorities
- A child-centred and solution-focused approach

## **Essential Requirements**

- GCSE Maths and English (or equivalent)
- Enhanced DBS check (including Children's Barred List)
- A full UK driving licence, access to own car with Business Insurance and willingness to travel.
- Willingness to undertake home visits and work flexibly where required

## **Desirable**

- Deputy DSL qualification
- Experience chairing multi-agency meetings
- Experience completing statutory referrals

## **Why Join Us?**

A supportive and collaborative safeguarding team  
Opportunities for ongoing professional development  
A rewarding role making a real difference to students and families

To obtain further information about the post, you can visit our website and download a full Job Description/Person Specification:

[www.abbotsleaschool.co.uk/vacancies](http://www.abbotsleaschool.co.uk/vacancies)

## **INTERNAL EXPRESSIONS OF INTEREST ONLY**

**Closing date: 4pm Thursday 16 April**

*Positions are subject to Safer Recruitment checks, including an enhanced DBS check.  
Applicants must be eligible to work in the UK.*