



Blackfriars Academy, Priory Road, Newcastle, Staffs ST5 2TF

**Compliance Officer (EHCP and Safeguarding)**

**Permanent Monday – Friday 32.5 hours per week, Full Year**

**SET Grade 9, scale point 34-39 £32,234 - £36,922 FTE, Actual Salary £28,313.65 - £32,431.49)**

**Required:** as soon as possible

We are seeking to appoint a Compliance Officer to be responsible for the Education, Health and Care Plans (EHCP) for all pupils of the academy. You will be required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. You will attend and participate in regular meetings, and establish constructive relationships with other agencies and professionals. You will need excellent communication and presentation skills, including being able to explain with good reasoning and analytical skills. You must be able to manage your own workload and work on your own initiative, and be able to work effectively as part of a team. You must be able to relate to both children and adults, and remain calm under pressure.

Blackfriars Academy is proud to be part of Shaw Education Trust which is a growing, multi-academy trust based in Staffordshire. As part of the trust, our new colleagues will benefit from high quality professional development and will be supported in their career progression by our new and motivated leadership team. You will be an outstanding person willing to embrace and develop our collective values and ethics. In return your efforts will be recognized and rewarded and your contribution valued and celebrated by our whole school community. Our sole aim is to enable every one of our children to thrive and reach their potential as well as enjoying their time at the Blackfriars. If you would like to join us on our exciting journey, then please apply.

Please telephone on 01782 987168 and speak to Helen Smith, HR Assistant for further information.

Application Packs are available from:

Mrs H Smith, Blackfriars Academy, Priory Road, Newcastle, Staffordshire ST5 2TF [Tel 01782 987169] email [hsmith@blackfriars.shaw-education.org.uk](mailto:hsmith@blackfriars.shaw-education.org.uk) or on the Shaw Education Trust website <https://www.shaw-education.org.uk/>

Closing date: 29<sup>th</sup> October at 12 noon. Applications received after this time will not be accepted. Applications can be sent either by email to [hsmith@blackfriars.shaw-education.org.uk](mailto:hsmith@blackfriars.shaw-education.org.uk) or via post to Blackfriars Academy.

Start date will be in line with notice to be served or agreed on appointment.

**The Shaw Education Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment**

**This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form**