



## Head of Safeguarding

Candidate information Pack – June 2022

**Closing date: Noon on Wednesday, 13<sup>th</sup> July 2022**

**Interview date: Tuesday, 19<sup>th</sup> July 2022**

# Welcome to Bradford Diocesan Academies Trust

*Dear candidate*

*Thank you for taking your time to download our application pack and expressing your interest in the Governance and Compliance Officer at Bradford Diocesan Academies Trust (BDAT).*

*This pack has been developed to provide you a summary of all the information you need to consider when applying for a job within BDAT.*

*Within the pack you will find a job description, a person spec, a brief summary on the Trust and details of how to apply for this post should you choose to make an application.*

*You can of course find further information about us:*

- *on our website at [www.bdat-academies.org](http://www.bdat-academies.org),*
- *on twitter at [#wearebdat](https://twitter.com/wearebdat)*
- *or by contacting us direct at [info@bdat-academies.org.uk](mailto:info@bdat-academies.org.uk)*
- *or calling [01274 909 120](tel:01274909120).*

*We wish you every success with your application and we look forward to meeting you in the near future.*



**Carol Dewhurst**

CEO BDAT

# Head of Safeguarding

## Job Description

### Overall Purpose of the Job

The Head of Safeguarding will create and foster a safeguarding culture across the Trust by being responsible for developing a strategy for implementing high quality safeguarding and pastoral provision across the Trust. This will include creating an environment in which all students are safe and well cared for so that they can realise their individual potential across both in and outside school.

The postholder will be a member of the BDAT central team and their work will involve supporting and providing advice and guidance to each of the BDAT schools. The postholder will report to the Director of Corporate Affairs.

The Head of Safeguarding is responsible for the strategic leadership of safeguarding and wellbeing of children and young people across the Bradford Diocesan Academies Trust. They will support academies in their safeguarding and attendance strategies to ensure students attend school and schools remain safe.

They will oversee and influence practice to ensure compliance with safeguarding and pastoral practice across the Trust; reporting to the board and Education committees as required.

Fundamentally they will ensure that a culture of safeguarding and the implementation of safeguarding remains the Trust and our academies highest priority.

Hours of work are flexible to meet the needs of the MAT, Trust and post holder, but will not routinely exceed 37 hours per week. Evening work is to be expected with this post and the post holder is expected to manage their hours accordingly.

- **Reporting to:** Director of Corporate Affairs
- **Accountable to:** Chief Executive Officer of BDAT and the Board of Trustees
- **Duration of Post** Permanent
- **Work Commitment** All year round
- **Salary banding:** L7-L13 (£49,261- £57,000)
- **Start date:** Autumn Term 2022

## Key Responsibilities and Duties

### Safeguarding

The postholder will:

- ✚ Develop, deliver and maintain the Trust's safeguarding strategy ensuring all aspects of Keeping Children Safe in Education (DfE) are delivered across our Trust.
- ✚ Ensure the implementation and the regular updating of Trust policies and procedures for the safeguarding of children and vulnerable adults accessing services provided by the Trust in line with statutory guidance and local arrangements as outlined by Local Safeguarding Children's Boards (LSCBs).
- ✚ Ensure the implementation and the regular updating of safeguarding training across the Academies in the Trust and monitor the quality and impact of training provided.
- ✚ Support the on-going professional development of all staff, particularly Designated Safeguarding Leads (DSLs) and Senior Leaders, within the Trust in relation to safeguarding and pupil wellbeing.
- ✚ Develop, deliver and embed training materials and systems that ensure all staff working in safeguarding know how to use the Trust Safeguarding system (CPOMS) consistently.
- ✚ Develop a network of safeguarding specialists to facilitate the sharing of good practice and corporate knowledge through schools supporting schools.
- ✚ Lead the Trusts safeguarding quality assurance activities including undertaking annual safeguarding audits, SCR audits and record reviews, identifying improvement priorities and remedial actions.
- ✚ Develop and embed training and systems that ensure all staff working in safeguarding and pupil wellbeing have access to appropriate supervision.
- ✚ Provide challenge, support and regular guidance to DSLs and Senior Leadership Teams in all our academies.
- ✚ Act as BDAT DSL when liaising with schools and partners and when escalating incidents with Local Authorities.
- ✚ Provide specialist child protection support to academies and Senior Leaders within the Trust in managing complex cases and support with assessments where appropriate.
- ✚ Maintain and report on safeguarding compliance and concerns to the BDAT Board and feedback to LGBs and senior leaders as required collate management information from all academies operating within the Trust, analyse trends and produce reports for the Executive Leadership Team and Trustees with recommendations for improvements.
- ✚ Conduct formal reviews of untoward safeguarding incidents that occur in academies operating within the Trust and develop a mechanism to capture and communicate 'lessons

learnt’.

- ✚ Project manage the Trust’s response to significant changes in legislation and statutory guidance relating to safeguarding ensuring that the Trust and all its academies are fully compliant in all areas relating to safeguarding.
- ✚ Ensure that effective safeguarding due diligence is completed for any school considering joining the Trust.

### **Pastoral**

- ✚ Working with the Trust Education Directors, contribute to the development and implementation of a Trust wide attendance strategy, considering best practice both within the Trust and outside the Trust.
- ✚ Ensure the Trust behaviour statement remains up to date and reflects best practice and that each Academy has an up to date and effective behaviour management in place which supports the needs of the school
- ✚ Working with school leaders and the Trust Education Directors to develop understanding and ensure delivery of best practice to support the welfare of all students including those identified with SEND and who are identified as Pupil Premium and CLA.
- ✚ Review and contribute to the development elements of Academy pastoral and safeguarding plans as requested.

### **Executive Membership**

As a member of the Trust wider leadership team, the postholder will contribute and support the work of the BDAT Executive team, providing expert knowledge and advice on their areas of responsibility, while contributing to wider strategic thinking and supporting the Executive Leadership of the Trust.

The postholder will be expected to regularly attend and report to the BDAT Board and also attend the BDAT Executive Team meeting.

The post holder will be expected to attend and support Trust Professional Learning Communities to ensure safeguarding and pastoral priorities are built in to all areas of work.

The postholder may also be asked attend and represent the trust at external training, national network meeting, meetings with RSC, Local Authority and other key stakeholders as required.

### **General Responsibilities**

- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.

- Be aware and comply with equal opportunities and all Trust policies at all times.
- To assist with the development of policies and procedures as may be required outside own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce, and respond to, complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the senior nature of the post as directed by the CEO.

**The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Head of Safeguarding Person Specification

	Essential	Desirable
<b>Education and Training</b>		
Educated to A-level standard or demonstrable equivalent work experience	•	
Relevant child protection and safeguarding training/qualifications	•	
Designated Safeguarding Lead Training Course or equivalent or willingness to undertake refresher training		•
A relevant counselling or mentoring qualification		•
<b>Knowledge</b>		
Sound understanding of safeguarding, child protection and work with children and young people	•	
Knowledge and understanding of the education sector and working in schools	•	
A good knowledge of the legal framework surrounding safeguarding of children	•	
Excellent understanding of the OFSTED framework and its relevance for safeguarding	•	
Knowledge of the relevant agency support networks, both nationally and local	•	
<b>Experience</b>		
Experience of working as a DSL or Deputy DSL within a school or educational establishment.	•	
Experience of working strategically to address safeguarding issues in a school / across a school or an educational establishment.	•	
Experience of working effectively with children and young people in a pastoral or mentoring capacity		•
Experience of working alongside individuals who work with children and young people and volunteers and a good understanding of how to ensure they are effectively managed and supported	•	
Experience of working in a role where safeguarding/child protection is a key element	•	
Proven track record of developing partnerships and relationships with a variety of partners and external authorities	•	
Experience of working with people at times of distress or conflict		•
Experienced in designing and delivering effective training and coaching on safeguarding and pastoral matters	•	
<b>Professional Skills</b>		
Excellent interpersonal skills with the ability to interact effectively with colleagues and families and build relationships or interact with external organisations.	•	
Able to manage competing priorities and take effective action to deal with these	•	

Able to adapt to different audiences and circumstances	•	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	•	
Well-developed influencing skills to change practice via a collaborative approach		•
Able to analyse and deal with complex or difficult situations, with skill and discretion	•	
<b>Personal Qualities</b>		
Confident, enthusiastic, motivated and committed with a passion for protecting and developing young people	•	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	•	
Commitment to Equal Opportunities	•	
Willingness to work within the Christian ethos of the Trust	•	
Work on own initiative with the ability to seek support and assistance where appropriate.	•	
Team player who can also work using own initiative	•	
High levels of resilience and emotional maturity	•	
<b>Suitability to work with children</b> Commitment to safeguarding and a satisfactory Enhanced DBS Check	•	

## Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2<sup>nd</sup> Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ and also two days working from home.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work some evenings.

An Enhanced DBS is required for this post.

The post is subject to a three-month probationary period.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

**All BDAT Trust and Academy business should remain confidential to BDAT.**

***If you would value an exploratory conversation, please contact Claire Berry on 01274 909120.***



## Our mission, vision and values

### **BDAT's mission is:**

*"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".*

### **Our rationale or reason for doing this is:**

*"... because we believe that every child has only one chance at a good education".*

### **Our vision is:**

*"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."*

**The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.**

# Head of Safeguarding

## About BDAT

### **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England multi-academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company.

BDAT was set up in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds.

BDAT operates as an Exempt Charity and is governed by a board of trustees who are responsible for, and oversee, the management of the company.

### **The mission statement of BDAT**

*"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice."*

In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

### **Trust development and growth**

The MAT was established in 2012 to support both primary and secondary church and non-church schools within an academy model. We currently work with schools of all OFSTED gradings from outstanding to special measures.

As of January 2020, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. The next stage of the journey for BDAT is set out in our three year plan 2019 – 2022 "[From Growth to Great](#)"

### **Our Christian ethos**

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Schools, as well as those within the faith.

For more information on BDAT visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit #wearebda

# Head of Safeguarding

## How to apply

If you are interested in applying for this post you need to download and complete an application form. The form is available at [www.bdat-academies.org/vacancies](http://www.bdat-academies.org/vacancies)

## Completing the application

If you decide to apply for this post, please complete the application. A Curriculum Vitae is not required and will not be accepted.

You should also provide the names, positions, organisations and telephone contact numbers of at least two referees. If you do not wish to give your permission for us to approach your referees at this stage, then please state this clearly and indicate your reasons for this preference.

To enable ease of contact we would appreciate it if you could provide daytime, evening and mobile contact numbers.

## Please return your completed application form and email to:

E-mail: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org)

For additional information you can also contact:

Email: [info@bdat-academies.org](mailto:info@bdat-academies.org)

All posts are subject to an Enhanced DBS check. We are committed to the safeguarding of children.