



# **Pennine Academies Yorkshire**

**Trust Central Team**

## **Recruitment Pack**

**Head of Safeguarding**

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# Head of Safeguarding

**PO6 SCP 40 - 43 (£24,032 - £25,602)**

**Start Date: ASAP**

**3 days per week (22.5 hours) Permanent, TTO**

We are looking for an enthusiastic, efficient and well-organised individual to join our central team as Head of Safeguarding for Pennine Academies Trust.

You will work closely with the School Improvement Team and you will be supported in your role by the School Improvement Director.

The opportunity:

- You will be playing a vital role in creating an environment in which all students are safe and well cared for
- You will be responsible for developing a strategy and implementing high quality safeguarding and pastoral provision across all schools in the trust
- Outstanding professional development opportunities to enhance your skills
- Expert support from core team of professionals

The ideal candidate:

- Good educational background educated to A-level standard or demonstrable equivalent work experience
- Excellent understanding of OFSTED framework and its relevance for safeguarding
- Have experience of working as a DSL or Deputy DSL within a school or educational establishment
- Ability to prioritise, communicate and contribute effectively
- Is committed, reliable and has excellent professional standards

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John Street, Clayton, Bradford, BD14 6AD

**Closing date:** Friday 8th September, **Shortlisting:** Monday 11th September **Interview:** Monday 18th September

*Pennine Academies Yorkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*



# JOB DESCRIPTION – HEAD OF SAFEGUARDING

**Job Title/Post:** Head of Safeguarding

**Date:** October 2023

**Salary:** PO6 SCP 40 - 43

**Responsible to:** Director of School Improvement

## **Job Description:**

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 PAY central team and their work will involve supporting and providing advice and guidance to each of the PAY schools. The postholder will report to the Director of School Improvement.

The Head of Safeguarding is responsible for the strategic leadership of safeguarding and wellbeing of children and young people across the Pennine 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.

## **Duties and Responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Executive Team. Please note that the postholder may be required to work outside of normal school working hours when required.

### **Strategic**

- Establishing policies, systems and procedures through which the safeguarding strategy will be achieved.
- Promoting the highest standards of business ethos.
- Advising on safeguarding compliance with legislation and guidance.
- Supporting and encouraging the Trusts ethos and its objectives, policies and procedures.
- Attend meetings as and when required.
- Understand, interpret and communicate the effects and implications of government policies and legislation for current and future initiatives ensuring that resources are used efficiently
- Assist in the positive promotion of the Trust and its profile to a range of audiences including the local community.

- Keep up to date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues and Trustees.

## **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 supervision for DSLs across trust schools, reflecting on any themes or areas of development for schools in relation to safeguarding.
- Provide challenge, support and regular guidance to DSLs and Senior Leadership Teams in all our academies.
- Act as PAY 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 PAY Board and feedback to Scrutiny Committees 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.

### **Finance**

- Communicate any financial impacts of safeguarding strategy/changes in schools that may have an effect on the budget

### **Administration**

- Collate information, statistics and prepare reports as required by Line Manager.
- Undertake responsibility for all necessary administration relating to all areas within the post holder's remit.
- Undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required and are compliant with GDPR.

### **Conditions of Employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the trust's ethos and its objectives.
- The post holder is required to work within and uphold all policies and procedures as agreed by the Trust, particularly the schools safeguarding policy, including all aspects of H&S and child protection.
- To effectively manage and deal with confidential data/issues appropriately as required by the post.
- To positively promote the trust and its profile to a range of audiences including the local community.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children, young people, vulnerable clients or finance (An enhanced DBS check is required).

### **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during trust hours during term time and a willingness to be flexible as may be required to attend meetings and training sessions outside of usual hours.
- Will have contact with members of the public and other professionals, e.g. teaching staff, trustees, parents/carers, community groups, local education authority, external providers etc.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort.
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

## PERSONNEL SPECIFICATION

	ESSENTIAL (E) / DESIRABLE (D)
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>● Experience of working as a DSL and a Deputy DSL within a school or educational establishment. (E)</li> <li>● Experience of working strategically to address safeguarding issues in a school / across a school or an educational establishment. (E)</li> <li>● 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. (E)</li> <li>● Experience of working in a role where safeguarding / child protection is a key element. (E)</li> <li>● Proven track record of developing partnerships and relationships with a variety of partners and external authorities. (E)</li> <li>● Experience in designing and delivering effective training and coaching on safeguarding and pastoral matters. (E)</li> <li>● Extensive experience of supervising and/or managing staff. (E)</li> <li>● Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level. (E)</li> <li>● Experience of working effectively with children and young people in a pastoral or mentoring capacity. (D)</li> <li>● Experience of working with people at times of distress or conflict (D)</li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>● Evidence of continual professional development. (E)</li> <li>● Educated to A-level standard or demonstrable equivalent work experience. (E)</li> <li>● Relevant child protection and safeguarding training/qualifications. (E)</li> <li>● DSL Training Course or equivalent or willingness to undertake refresher training. (D)</li> <li>● Degree in social work or teaching (D)</li> <li>● A relevant counselling or mentoring qualification. (D)</li> </ul>
<b>KNOWLEDGE/ SKILLS:</b>	<ul style="list-style-type: none"> <li>● Sound understanding of safeguarding, child protection and work with children and young people. (E)</li> <li>● Excellent understanding of the OFSTED framework and its relevance for safeguarding. (E)</li> <li>● Knowledge of the relevant agency support networks, both nationally and locally. (E)</li> <li>● Have an excellent understanding of national and regional educational services and how an administrative support service within an Academy Trust is run. (E)</li> <li>● Will possess a comprehensive working knowledge of the Trust's relevant policies and procedures with an outline understanding of relevant legislation. (D)</li> <li>● Knowledge and understanding of the education sector and working in schools. (D)</li> <li>● A good knowledge of the legal framework surrounding safeguarding of children. (D)</li> </ul>

**PROFESSIONAL  
SKILLS / PERSONAL  
QUALITIES:**

- Excellent interpersonal skills with the ability to interact effectively with colleagues and families and build relationships or interact with external organisations. (E)
- Able to manage competing priorities and take effective action to deal with these. (E)
- Able to adapt to different audiences and circumstances. (E)
- Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints. (E)
- Able to analyse and deal with complex or difficult situations, with skill and discretion. (E)
- Confident, enthusiastic, motivated and committed with a passion for protecting and developing young people. (E)
- Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these. (E)
- Commitment to equal opportunities. (E)
- Work on your own initiative with the ability to seek support and assistance where appropriate. (E)
- Team player who can also use own initiative. (E)
- High levels of resilience and emotional maturity. (E)
- Commitment to safeguarding and a satisfactory Enhanced DBS Check. (E)
- Well-developed influencing skills to change practice via a collaborative approach. (D)