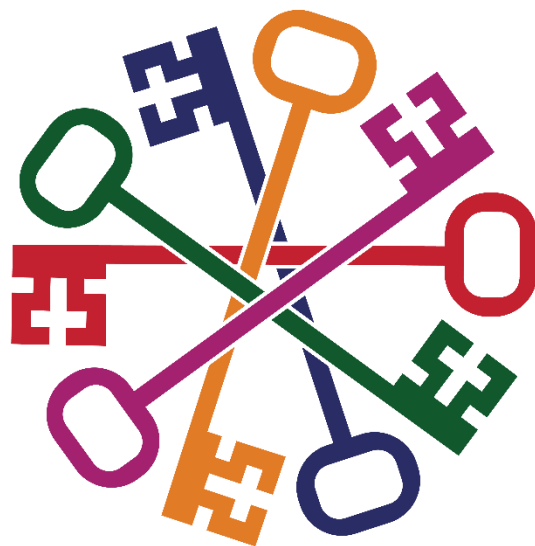




# KEYS ACADEMIES TRUST

CANDIDATE PACK  
**Head of Safeguarding and  
Attendance**

# Welcome from the Chief Executive Officer

Dear applicant

I am delighted that you are interested in applying for the role of Head of Safeguarding and Attendance.

Keys Academies Trust is a forward looking, improving and innovative multi-academy trust, working across a group of primary and secondary schools. We have a strong central infrastructure, including school improvement, SEND, finance, HR, estates and IT, designed to enable our schools to focus on what matters most – high quality education. We are outward facing, collaborative and committed to contributing positively at local and sector level, recognising that we are strongest when we work together.

Working together as a multi-academy Trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our goal is to unlock the potential and create strong life chances for all the children we educate.

Our Trust is entering an exciting new chapter as we create Deacon Keys Trust through a merger with Thomas Deacon Education Trust. This will bring together two organisations with a shared commitment to delivering exceptional education for our learners. This merger creates an ambitious, forward-looking Trust across 12 schools (3 secondary, 8 primary, 1 AP) with a strong foundation and a great opportunity to improve outcomes for the communities we serve.

The successful applicant will become the Head of Safeguarding and Attendance for the newly formed Deacon Keys Trust.

I hope that, by reading this information pack and by considering how your own skills match those needed to meet this fulfilling role, you will feel inspired to apply for the post.

Visits to our Trust are encouraged; meeting the staff will, I am sure, give you a clearer picture of the opportunity that this role offers.

I hope very much that you will consider applying to what is a dynamic and ambitious Trust.

Best wishes

David Atter  
CEO



# Job Description

**Post:** Head of Safeguarding and Attendance

**Scale:** L19 £80,657 – L23 £88,952 pay award pending (dependent on experience)

**Role:** Permanent, Full Time, 52 weeks

**Responsible to:** Director of Inclusion

**Location:** Trust Head Office

**Start Date:** January 2027 or earlier by discussion

**Date reviewed:** July 2026

## Main Purpose of the Role

The Trust Head of Safeguarding and Attendance will have strategic oversight and responsibility for effective Safeguarding and Attendance practices and policies across the Trust.

## Key Responsibilities

- Champion safeguarding and attendance: lead on all aspects of safeguarding and attendance and promote the welfare of children and young people across the trust.
- Strategic oversight: develop and implement policies, practices, and provisions for safeguarding and attendance.
- Training and support: lead CPD and training sessions, and provide guidance and support to staff dealing with child protection and attendance concerns.
- Data analysis: monitor attendance data, diagnose issues, and develop evidence-based intervention strategies. Report to key stakeholders including trustees.
- Quality assurance: conduct regular safeguarding and attendance audits, ensuring compliance with statutory requirements.
- Networking: represent the Trust at professional networking meetings and lead safeguarding and attendance networks across the trust.

## Main Duties and Responsibilities

### Safeguarding:

- Lead on safeguarding policies and procedures, ensuring compliance with statutory requirements.
- Monitor the Trust-wide MyConcern system to identify and address safeguarding concerns.
- Working with Designated Safeguarding Leads (DSLs) in our schools, ensure regular safeguarding training to all Trust staff, Trustees, and Governors.
- Carry out regular safeguarding audits/reviews across the Trust.
- Work collaboratively with the DSLs in or trust to ensure consistency of practice in all matters relating to safeguarding.

- Review and update the Trust's child protection and safeguarding policies and procedures on an annual basis.
- Lead a safeguarding network across the trust for DSLs.
- Provide advice and support on all matters relating to safeguarding.
- Liaise with, and report to, Trustees on the quality of safeguarding practices.
- Liaise with the Local Authority Safeguarding Team and other agencies when appropriate.
- Ensure schools comply with safeguarding guidance in relation to pupils who are educated in alternative provision settings.

#### **Attendance:**

- Develop a trust-wide attendance strategy that promotes strong attendance and communicate this with all stakeholders.
- Lead the development of evidence-based strategies to improve attendance and support the implementation of these across our trust.
- Monitor and analyse attendance data and work with schools to identify and address attendance issues.
- Provide guidance and support to school attendance officers to implement the trust-wide attendance strategy and engage relevant stakeholders.
- Produce attendance reports for the Trust Executive Team, Trust Board and Local Governing Bodies.
- Lead an attendance network across the trust for school attendance officers.
- Carry out regular attendance audits across the trust.
- Provide high-quality challenge and support for Headteachers and school leaders regarding attendance.
- Be a visible presence in Trust schools, supporting staff and pupils.
- Ensure schools comply with attendance guidance, including in relation to off-rolling & elective home education.
- Support the Executive Team in due diligence activities for new schools joining the Trust.

#### **Wider responsibilities:**

- Ensure schools have effective liaison with Virtual School to ensure LAC/PLAC/CwSW are effectively supported in relation to safeguarding and attendance in schools.
- Report to Trustees and, if appropriate, Local Governing Bodies, on all matters related to safeguarding and attendance (including attending Trustee and Governing Body meetings).
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Keep up to date with the latest guidance and research into how to improve safeguarding and attendance and disseminate these across the trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Directors of Inclusion and/or CEO and will be reviewed annually.

# Person Specification

| Criteria             |                                                                                                                                | Essential/Desirable (E/D) | How we will assess |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------|
| Qualifications       | Designated Safeguarding Lead training (Level 3)                                                                                | D                         | A/R/I              |
|                      | Evidence of relevant training and professional development                                                                     | E                         | A                  |
| Experience           | Proven track record of successful educational leadership as part of a Senior Leadership Team                                   | D                         | A/R                |
|                      | Successful experience in a safeguarding role (DSL, DDSL, etc.)                                                                 | E                         | A/R                |
|                      | Successful experience of leading strategies that promote student welfare and safeguarding                                      | E                         | A/R/I              |
|                      | Successful experience of leading/managing attendance in schools                                                                | D                         | A/R/I              |
|                      | Successful experience of introducing and embedding attendance and safeguarding intervention strategies                         | D                         | A/R/I              |
|                      | Experience of working with multi-agency support to support pupil welfare                                                       | E                         | A/R/I              |
|                      | Successful experience of setting targets in schools that are used to bring about improved outcomes for students                | D                         | A/R                |
|                      | Experience of reporting to Governing Bodies/Trustees                                                                           | D                         | A/R                |
|                      | Experience of organising and chairing meetings and, subsequently, holding others to account for the execution of action points | E                         | A/R/I              |
| Skills and Abilities | Excellent communication skills                                                                                                 | E                         | A/R/I              |
|                      | Ability to manage and prioritise workloads efficiently                                                                         | E                         | A/R/I              |
|                      | Ability to build positive relationships with stakeholders                                                                      | E                         | A/R/I              |
|                      | A secure understanding of IT to produce effective resources & to communicate with all stakeholders                             | E                         | A/R/I              |
|                      | Strong interpersonal skills and ability to work under pressure                                                                 | E                         | R/I                |
|                      | Ability to analyse data and diagnose issues                                                                                    | E                         | R/I                |
|                      | Ability to deliver high-quality training and development programmes to support all stakeholders                                | E                         | A/R                |

| <b>Personal Attributes</b> | Self-driven, results-oriented with a positive outlook                       | E | R/I |
|----------------------------|-----------------------------------------------------------------------------|---|-----|
|                            | Reliable, tolerant, and determined                                          | E | R/I |
|                            | Empathetic and able to see things from other" perspectives                  | E | R/I |
|                            | Commitment to inclusive education and the Trust's vision and strategic aims | E | R/I |
|                            | Ability to think pragmatically and be solutions-focused                     | E | R/I |
|                            | Ability to motivate and persuade others                                     | E | R/I |
|                            | High levels of integrity and confidentiality                                | E | R/I |
|                            | Willingness to obtain further qualifications and training                   | E | I   |

# About the Trust

Our Trust is entering an exciting new chapter as we bring together two organisations with a shared commitment to delivering exceptional education for our learners. This merger creates an ambitious, forward-looking Trust with a strong foundation and a great opportunity to improve outcomes for the communities we serve.

Our schools are diverse, united by a shared vision to unlock potential and create strong life chances for all. We celebrate individuality whilst working collaboratively, ensuring every school retains its unique identity within a culture built on inclusiveness and continuous improvement.

All in our Trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in school, local and global communities and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

This is an exciting opportunity to join us at a pivotal moment in our journey. As Head of Safeguarding and Attendance, you will play a key strategic role in shaping a safe and inclusive culture across our growing Trust, ensuring every child receives the support and opportunities they need to flourish.

# Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

## **Our staff benefit from:**

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Generous holiday allowance for 52 week workers
- Free parking at all the Trust schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Online GP Assistance
- Wellbeing programme and support
- Open door listening policy

## **Our people vision:**

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

# Applications

Applications should be submitted via the Keys Academies Trust website (My New Term link). The completed online application form should be accompanied by a personal statement of suitability.

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Applications for job share may be made jointly. Please include specific examples which support your application.

We reserve the right to interview earlier if a suitable application is received before the closing date. If an appointment is made, this job advert may close earlier than the stated closing date.

The selection process will consist of a range of tasks as well as a formal interview.

## References

We require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

## Notification of outcome

Shortlisted candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

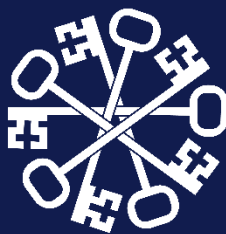
Should you require any additional information or a tour, please contact: [DAtter@kestrust.org](mailto:DAtter@kestrust.org).

## All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

# Safeguarding Statement

Keys Academies Trust (the Trust) is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



KEYS  
ACADEMIES  
TRUST

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