



**Reach
Schools**

CHOICE & OPPORTUNITY
FOR EVERY CHILD

Deputy Designated Safeguarding Lead and Attendance Champion

Reach Schools



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Reach Schools is the name of our [multi-academy trust](#). It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham—and beyond.

Reach Schools works in partnership with [The Reach Foundation](#) to *deepen* our impact locally and *expand* the impact of our pioneering work nationally. The following pages provide a quick overview of our schools and some related activities.

Further information about Reach Schools' evolution can be found [here](#).

About Reach Schools

Everyone at **Reach Schools** believes—passionately and immovably—that *every* child can and should go on to enjoy lives of choice and opportunity.

This core belief drives everything we do. We draw purpose from it, it provides us with a shared vision for every child we work with, and it fuels our tenacity to work together to make it so.

We have the most brilliant, kind and passionate team you could ever wish to work with or have your child grow into adulthood under the guidance of. We are up for doing exciting things, taking calculated risks, and championing the children who need it the most.



**Rebecca
Cramer**

CEO, Reach
Schools

Every Reach school exists to serve this shared purpose. Every Reach school strives to ensure that ***every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.***

To do this, all Reach schools bring their respective communities together to affirm a shared dedication and commitment to do whatever it takes to secure successful outcomes for the children we love and care for.

All Reach schools hold the highest academic expectations while maintaining a loving, family-focused culture.

All Reach schools aim to know *every* pupil as an individual; harnessing the power of family relationships and all-through knowledge to ensure that we can tailor our curriculum, support and resources to meet each child's needs and desires.



Reach Academy
Feltham

est. 2012

Our first all-through school.

We've created a community of pupils, parents and teachers united by the highest expectations of what every young person can achieve *and* the commitment to do whatever it takes to help them get there.

 **Feltham
College**

est. 2022

Feltham College is our pioneering sixth form college in the country, and the first to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy
Hanworth Park

est. 2024

Our new all-through school.

Opened in September 2024, Reach Academy Hanworth Park serves 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.

**REACH
TEACHER
TRAINING**

est. 2020

In addition to running our schools in Feltham, Reach Schools has a track record of producing exceptional teachers who serve our community. In collaboration with the Ted Wragg Teacher Training Partnership, we run our own **Initial Teacher Training** programme to train the next generation of great teachers.



Reach Foundation

The **Reach Foundation** is the sister organisation of **Reach Schools**. The Foundation works in partnership with schools, trusts and related organisations around the country to develop and deliver integrated pipelines of cradle-to-career support grounded in great schools, based on the work which continues to be done at Reach Academy Feltham.

At present, the Foundation is focusing its efforts on:

- Building partnerships with all-through schools and trusts to curate insights and accelerate change by facilitating peer-to-peer learning and sharing our insights with schools and policymakers nationwide.
- Developing school and trust leaders with the capacity to catalyse and sustain the transformational change their communities desire by delivering highly-focused leadership programmes to ensure these leaders possess the knowledge, agency and relationships to affect systems change.

About the role

Deputy Designated Safeguarding Lead and Attendance
Champion, Reach Schools

Role overview

This is a key appointment championing strategic and operational excellence across the Reach Schools multi-academy trust for all children including those of non-statutory school age.

This role requires the employee to lead all aspects of attendance across the Trust and to be named Deputy Designated Safeguarding Lead (DDSL) in one of the Trust's schools.

You will act as a leader and ambassador for the school with pupils, parents and external agencies and will also play a critical role in helping all families access both in school and external provision in partnership, so that all children attend school well, are safe and healthy and are able to enjoy a life of choice and opportunity.

The DDSL/Attendance Champion will have an attendance focus and will lead and manage strategies that promote excellent pupil attendance and punctuality across the Trust. The DDSL/Attendance Champion will work closely with pupils, families, and staff to identify barriers to attendance and implement effective interventions.

During term time the DDSL/Attendance Champion should always be available (during school or college hours from 8-4.30pm) for staff in the school or college to discuss any safeguarding concerns. The DDSL/Attendance Champion may be required to work additional hours from time to time if there is an urgent safeguarding issue which requires them to remain in the building whilst advice is sought.

Role details

Job Title: Deputy Designated Safeguarding Lead and Attendance Champion

Reports to: Trust Designated Safeguarding Lead

Start date: ASAP

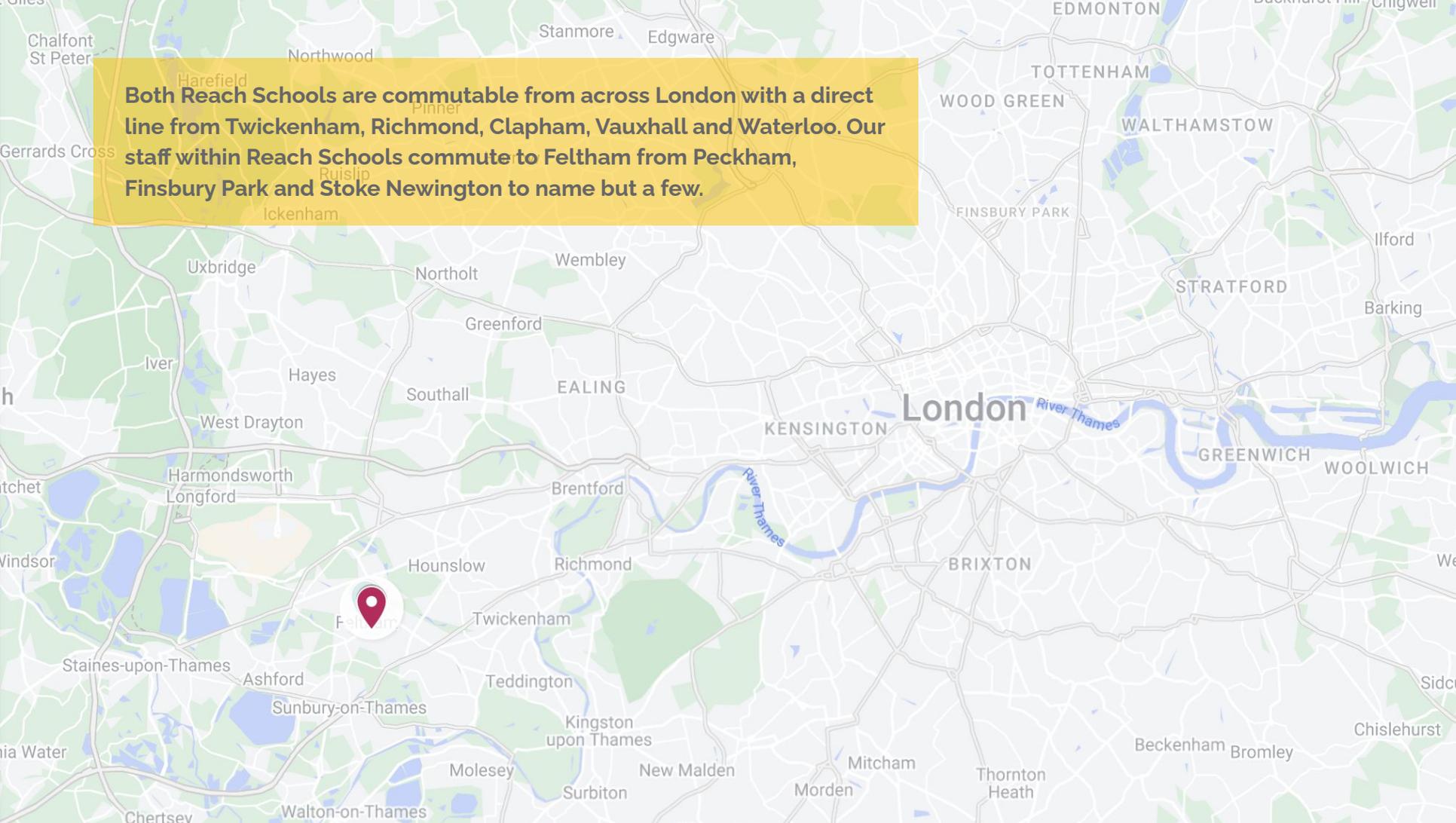
Salary: £40,165.88 - £43,042.15 (£45,706 - £48,979 FTE)

Contract term: Permanent, term time only + 1 week

Location: Feltham

We embrace flexible working and have extensive experience of team members working flexibly.

Both Reach Schools are commutable from across London with a direct line from Twickenham, Richmond, Clapham, Vauxhall and Waterloo. Our staff within Reach Schools commute to Feltham from Peckham, Finsbury Park and Stoke Newington to name but a few.



Personal specification

Required:

- GCSE Maths and English at Grade B/6 and above
- Experience of working with young people from complex backgrounds;
- A history of continually improving the outcomes of pupils;
- Have a desire to work in a pioneering environment;
- Be able to represent the school externally with parents and other stakeholders;
- Be able to be adaptable in an entrepreneurial, fast-paced environment; and
- Possess qualities necessary to create strong relationships with colleagues, pupils and parents.

Main responsibilities at Reach Schools

- To oversee the Trust's attendance functions and promote excellent attendance across Reach Schools.
- You will also support the Trust DSL as the named DDSL in one of the schools to ensure that safeguarding practices are implemented and shared, ensuring they are fit for purpose and compliant with safeguarding and child protection legislation.
- You will ensure that children and families receive timely, high quality, co-ordinated support that meets their needs and reduces risk.

Main responsibilities around Attendance

- You will strategically oversee attendance data across the schools and will liaise with the Local Authority when additional support is needed for a student's attendance.
- You will strategically advise the schools in the Trust on strategies to promote the regular and punctual attendance of all pupils and you will assist with the implementation of agreed strategies including the operational leading and enactment of specific initiatives to raise good school attendance across the whole school.
- You will operationally action daily attendance tasks, this includes checking registers, delegating and directing the attendance work of other staff (such as Heads of Year), calling home for pupils who are not in, setting attendance contracts, liaising with families, carrying out home visits, and liaising with the SASS team where appropriate.
- You will ensure that staff are informed daily about attendance and non-attendance and that families are updated about the importance of attendance in the school newsletters and other communications.
- You will directly provide data, analysis and training to other members of staff (e.g. Head of Year) so that they can carry out their responsibilities in relation to attendance and safeguarding.
- You will maintain and respond to online and in person requests from parents for example for appointments and religious observance.
- You will directly support children who are persistently absent to raise their attendance levels, for example through targeted interventions.

Main responsibilities around Attendance

- You will keep updated school records, analyse attendance data and provide reports to senior leaders/Headteachers and other professionals on a regular basis. All information will be factually logged and recorded on CPOMS.
- You will prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include reporting to LGBs and the Trust Board and requesting penalty fine notices, and, if appropriate, the completion of portal referrals.
- You will seek out best practice to learn from locally and nationally and will attend professional networks where they are additive to your practice.
- You will utilise tools available to you to ensure excellent attendance through continued development and knowledge of our chosen MIS system. You will track and analyse data and use this to identify students who need help with their attendance and highlight any potential child protection concerns.
- You will always have an in-depth working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. You will advise and lead on communication and the dissemination of informed advice to parents, school staff and others. You will remain child focused when establishing the reasons for non attendance/poor punctuality and agree a plan with the student and their family and always seek to resolve issues even when at times conversations may be challenging.
- You are responsible for preparing for line management meetings and being open about any concerns you may have so you are emotionally available for the students in the school. You will be open and willing to reflect on, scrutinise, challenge and evaluate the work undertaken. This includes assessing risk and protective factors for the students/family in question as well as the strengths and areas for development of yourself.

Main responsibilities around Safeguarding

- You will act as a champion of the school's safeguarding policy and procedures by supporting all staff to have access to and understand them. You will follow the safeguarding policy to ensure that all students are appropriately safeguarded at home and within the school. You will remain child focused at all times and will be able to see things through the lens of a family and able to have appropriately challenging conversations with parents whilst always making sure the voice of the child is heard.
- You will have an in-depth knowledge of safeguarding guidance (such as Keeping Children Safe in Education and Working Together to Safeguard Children) and related pieces of legislation (e.g. the Children Act 1989) that you will act in accordance with. You will support the dissemination of appropriate information to the rest of the school by supporting the Trust DSL in training staff throughout the year.
- You will make sure you discuss all concerns with the appropriate DSL to ensure that we are all recognising and responding to cases of abuse appropriately. Where there are risks or concerns of Radicalisation or Female Genital Mutilation, you will act in a timely manner and follow statutory guidance and make referrals to the appropriate agencies such as Channel or the Police. You will make sure that all referrals are followed up and all information is factually logged on CPOMS.

Main responsibilities around Safeguarding

- You will attend professional meetings that support and promote the safety and wellbeing of the students which include Child In Need meetings, Child Protection Conferences, Early Help, and planning and review meetings. When contributing to these meetings or liaising with other agencies on students you will act as an ambassador for Reach Schools and present yourself in a professional manner at all times. You will Liaise and coordinate with colleagues in and outside organisations to provide Early Help as soon as a problem emerges.
- You will support an ongoing case load of students, providing them with targeted interventions.
- You will run social and emotional groups as required by the needs of the pupils.
- You will support the Safeguarding team across the trust as required. This could mean some days based at either school and acting as a DDSL and working closely with family support workers and other relevant internal staff and external professionals
- You will run training for new staff during INSET and throughout the year, including induction for in-year joiners.

Other responsibilities

- You will work closely with outside agencies to support pupils and families in a timely, pro-active and robust way
- You will support pupils in all aspects of their conduct around the school by carrying out duties and other responsibilities.
- Oversee all aspects of external intervention for targeted pupils
- Support pupils and families to develop the skills and strategies to lead healthy and happy lives.
- You will be the Trust-wide lead for parent partnership work which will include leading the PTA and organising key events throughout the year.
- Where needed you will support the wider community outreach of the schools such as Reach Play and admissions events
- You will always seek opportunities to enhance and develop the experience students are having, for example by partnering with external agencies where appropriate.
- Contribute to the creation of a robust personal development curriculum.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the Trust premises and when they are engaged in authorised Trust activities elsewhere.
- You take responsibility for your own development, seeking opportunities to learn, grow and lead.

Employee benefits

We care deeply about our entire team. In order to take care of our students, we need to take care of one another. For this reason, Reach Schools offer great employee benefits throughout the year. These include:

- London Living Wages
- Higher pay than our counterparts
- Reduced childcare costs for staff
- Generous pension schemes
- Free Friday breakfast
- Access to trained counsellors
- 10 inset days
- 5 days term time leave
- Flexible working
- Free Friday breakfast
- Gym membership discount
- Access to apprenticeship courses

For the full list, see our Reach Schools Staff Benefits brochure [here](#).

About the process

How to apply

How to apply

1. Please **read our ['Safer recruitment' statement](#)** on the following pages below.
2. [Follow this link](#) to **complete an online application form**.
 - The deadline for applications is 20th March 2026. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. Suitable candidates will be contacted and invited to attend a **virtual/telephone screening**.
4. **In-person interviews** will be held on a rolling basis.

If you would like to have an informal conversation to discuss the role, please contact recruitment@reachacademy.org.uk.

Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process, candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking

References from previous and current employers will be taken up for shortlisted candidates before interview and, where necessary, employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Online searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Probation

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal opportunities

Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.