



Director of Attendance and Safeguarding

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an advanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.

Salary Grade:	SCP 65 – 69 £91,789 – £102,495 FTE	Working Hours:	Full-time 37hpw
Contract Type:	Permanent Full Time, Full Year Operational (Support Staff) NJC Terms with generous annual leave allowance	Location:	Based in Central Trust Office, Harrogate, with travel to RKLТ schools as required. Hybrid working available

Role summary:

- Responsible to CEO / Trust Board.
- Provide strategic leadership, oversight, and assurance for all aspects of pupil attendance and safeguarding.
- Drive improvement in attendance outcomes, ensure safeguarding practice is exemplary.
- Work collaboratively with internal and external partners to protect and support children and families.
- Have the drive and determination to successfully collaborate in creating a culture of high expectations that raise standards.
- Work closely with the primary and secondary head teachers and be a member of our Trust’s Senior Leadership Team.

Flexible Working: Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Role Profile

Leadership & Strategy

- **Strategic Leadership & Target Setting** - Work with the CEO, headteachers, directors of education and Trust governance to set ambitious safeguarding and attendance targets, support Ofsted preparation in relation to safeguarding and behaviour/attitudes and contribute to wider Trust leadership to drive continuous improvement in pupil safety, wellbeing, and engagement.
- **Monitoring Safeguarding & Attendance Quality** - Develop and participate in rigorous monitoring and evaluation systems to strengthen safeguarding practice, track attendance trends, particularly for vulnerable or persistently absent pupils and ensure that effective intervention strategies are implemented consistently across all schools.
- **Collaboration & Development Across Schools** - Work closely with senior leadership teams to create and monitor safeguarding and attendance action plans, develop leadership capacity within pastoral and



safeguarding teams, and build networks across our Trust to share, refine, and embed strong safeguarding and attendance practices.

Attendance Leadership

- Develop and oversee a comprehensive attendance strategy focused on early intervention, prevention, and rapid response.
- Monitor attendance data across our Trust, identifying patterns, risks, and priority groups.
- Support schools to implement effective attendance systems, including escalation pathways and legal processes where required.
- Lead initiatives to improve persistent absence and promote a culture of high attendance.

Safeguarding Oversight

- Act as our Trust's strategic safeguarding lead, ensuring compliance with Keeping Children Safe in Education and all relevant legislation.
- Oversee the effectiveness of Designated Safeguarding Leads (DSLs) and safeguarding teams.
- Ensure safeguarding training is high-quality, up-to-date, and delivered consistently.
- Lead on safeguarding audits, case reviews, and quality assurance processes.
- Liaise with external agencies (social care, police, health, early help) to ensure coordinated support for vulnerable children.

Collaboration

- **Alignment with Pastoral, Inclusion & Early Help Teams** - Work closely with colleagues across Red Kite Education to ensure strong alignment between safeguarding, attendance, behaviour, SEND, and early help strategies. Ensure that systems for identifying vulnerable pupils, monitoring risk, and coordinating support are coherent, efficient, and child-centred.
- **Collaboration & Professional Networks** - Strengthen relationships across schools by developing safeguarding and attendance professional networks, facilitating DSL and attendance-lead communities of practice, and quality-assuring the consistency of safeguarding and attendance procedures. Promote the sharing of expertise, case-learning, and best practice across all settings.
- **Sharing & Developing Best Practice** - Identify strong safeguarding and attendance practice within our Trust, broker targeted support where further challenge or improvement is needed and bring in outstanding practice from external partners (e.g., local authorities, safeguarding boards, health services, professional networks) to enhance staff capability and confidence. Ensure learning from audits, reviews, and serious incidents is disseminated and embedded.

Policy, Compliance & Accountability

- Contribute to MAT-wide safeguarding and attendance policies; ensure full compliance with statutory safeguarding duties and national attendance expectations; lead the implementation of new government frameworks and guidance; remain informed on emerging research and sector developments; and provide strategic reports to the Board of Trustees and the Safeguarding & Inclusion Committee on safeguarding effectiveness and attendance performance across our Trust.

Trust-wide Responsibilities

- Contribute to the overall [aims and values of our Trust](#), appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



People Profile

Aptitudes and Characteristics	Essential	Desirable
Hold high personal expectations, be professional, approachable and diplomatic	*	
Able to work confidentially and to influence and negotiate effectively	*	
Ability to Inspire, challenge, motivate and empower others to attain challenging outcomes	*	
Ability to multi -task, prioritising where necessary and working to tight deadlines	*	
Ability to deal with complexity and uncertainty and work under pressure	*	
Ability to use own initiative and be solution focused	*	
Able to work as part of a team and provide support to colleagues	*	
Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy	*	
Ability to work flexibly to meet deadlines and respond to unplanned situations	*	
Competent in dealing with difficult situations	*	
Ability to think and plan strategically and creatively to solve problems	*	
Ability to communicate succinctly to an extremely high standard both verbally and in written form in a persuasive and compelling way to develop relationships across our network of schools	*	
Ability to work with political and financial astuteness to plan for the future needs and further development of the growth of our Trust	*	
Have an enthusiasm and commitment to leadership development aimed at making a positive difference to young people and raising standards	*	
Resilience and ability to learn from constructive feedback	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Graduate with qualified teacher status	*	
NPQH or higher degree in educational leadership	*	
Experience of Ofsted inspection	*	
Recent and relevant leadership training	*	
Successful leadership record as a Senior Leader within a school setting	*	
Proven experience leading improvements in safeguarding, attendance, and inclusion, evidenced through stronger outcomes and positive external scrutiny	*	
Strong, current knowledge of safeguarding law, attendance regulations, multi-agency practice, inspection frameworks, and statutory duties across all types of provision	*	



Excellent understanding of primary and secondary pastoral systems, safeguarding practice, attendance processes, and the use of data to identify risk and drive improvement	*	
Skilled in analysing safeguarding, behaviour, and attendance data to assess risk, set targets, and evaluate impact	*	
Experience working with boards, committees, and trustees to deliver and communicate strategic safeguarding and attendance improvements	*	
Experience of leading organisational change and developing a positive school culture	*	
Experience of training, mentoring and coaching	*	
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

