



TRINITY ACADEMY

Emmanuel Schools Foundation

Designated Safeguarding Lead (non-teaching)

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

At Trinity Academy we are always delighted to hear from people who share our passion for delivering an excellent all-round education to young people. I am thrilled to see your interest in applying for the role of Designated Safeguarding Lead (non-teaching).

We recognise that the success of our school depends on the dedication and enthusiasm of our staff. In return we can offer an exceptional working environment, excellent resources and the opportunity for professional development.

Emmanuel Schools Foundation has an inter-denominational Christian ethos, and we welcome applications from all sections of the community. What unites all people in the Foundation is our mission and core virtues, and we believe these values are relevant to all people, whatever their background.

The role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standard for every student. Likewise, our staff team benefits from excellent CPD and support which can be personalised to your particular needs and experience.

If you are passionate about safeguarding and committed to ensuring the safety, wellbeing, and success of children and young people, we'd love to hear from you. Join us in making a meaningful difference by leading a strong safeguarding culture and helping every child thrive.

Join us in our mission to create a brighter future for all learners.

Mrs V E Gibson
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

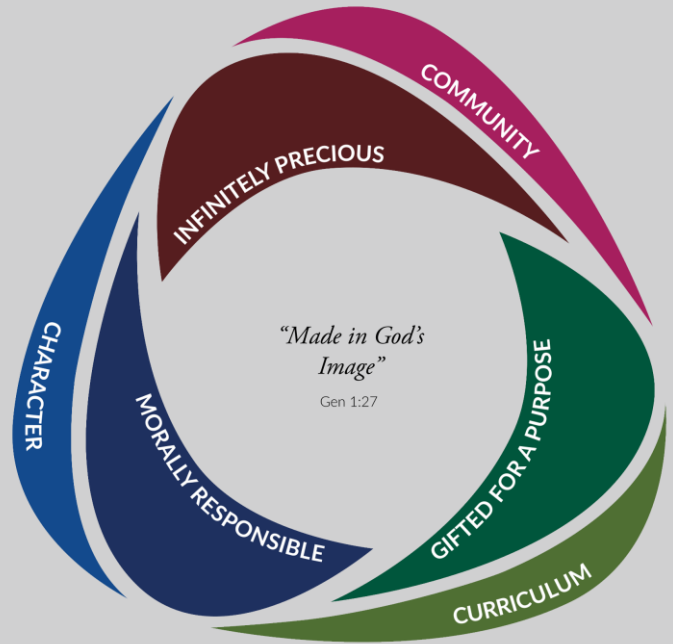
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





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ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Responsible to the Principal for:

Ensuring all students receive exemplary safeguarding provision with an emphasis on:

- Ensuring that all safeguarding concerns are followed up appropriately and refer cases of suspected abuse and neglect to the local authority children's social care, cases to the Channel programme where there is a radicalisation concern and cases to the police where a crime may have been committed. Work alongside the Principal to refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.
- Work with the Principal and senior management team to ensure information is shared regularly so that children's educational outcomes are promoted by: Knowing the safeguarding and child protection issues that children in need are experiencing, or have experienced and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Ensuring safeguarding records and child protection records are maintained in line with statutory guidance with an emphasis on:

- Ensuring child protection files are kept up to date and that information is kept confidentially and is stored securely and are up to date including comprehensive records of concerns, details of action, decisions and outcomes.

- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Ensuring that when a child leaves school (in year transfer) their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE. Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help put appropriate support in place.

Ensuring that adults working with children in college have appropriate awareness, training and support to safeguard children with an emphasis on:

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff and that governors are aware of their responsibilities including reviewing the policy annually.
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing.
- Support and advise staff and help them feel confident on safeguarding and child protection matters including delivering (or facilitating) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring and how safeguarding and academic concerns can be linked.

In addition to those responsibilities outlined above the Safeguarding and Welfare Lead (DSL) has responsibility for:

Ensuring the filtering and monitoring systems in the school effectively safeguards students with an emphasis on:

THE ROLE

- Understanding the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Making sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Reviewing filtering and monitoring provision at least annually

Inform the Principal of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult.

The DSL must undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C, undertake prevent awareness training and Refresh knowledge and skills at regular intervals and at least annually.

Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that the Trust and its schools are safe and secure environments for students by observing the relevant and established Safeguarding policies and procedures.

THE PERSON

The successful candidate will:

Qualifications and Experience:

- 5 GCSEs or equivalent A*-C including Maths and English (essential);
- further training at degree level relevant to the post (desirable);
- level 3 Safeguarding Training (essential);
- experience of working with vulnerable children and young people in a school setting (essential);
- experience of handling safeguarding cases including managing child in need and child protection cases (essential);
- experience of leading a team (desirable);
- experience of using IT systems and Microsoft Office 365 (essential);
- experience of undertaking administrative tasks (essential);
- experience of contributing to meetings with staff, students and agencies (desirable);
- UK driving license and access to own car (desirable but must be available to travel to meetings);
- First Aid training (desirable).

Personal Attributes

The successful candidate will:

- be strongly self-motivated and personally resilient (essential);
- possess exceptional levels of personal integrity (essential);
- be committed to supporting and developing students with a wide range of educational needs (essential);
- have the ability to keep calm and focussed in pressurised situations (essential);

- demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues at all levels (essential);
- have strong interpersonal skills both written and oral (essential);
- be a creative thinker and able to anticipate and solve problems (essential).

Candidates should be enthusiastic, reflective, and committed to securing the best outcomes for all students. A strong sense of professionalism, integrity, and commitment to the Academy's ethos and values is essential. Applicants must be well-organised, resilient, and able to manage workload effectively while maintaining high standards.

A commitment to developing students' character is vital, including fostering responsibility for learning, intellectual discipline, and positive behaviour. Candidates should demonstrate a willingness to contribute to the wider life of the school, including supporting opportunities for ethos, leadership, service, and enrichment.

THE TEAM

Our Safeguarding Department is a highly valued and integral part of our school community, dedicated to promoting the safety, wellbeing, and welfare of every pupil. The team works collaboratively across the school, building strong relationships with students, families, staff, and external agencies to ensure that children receive the support they need to thrive both academically and personally.

The department provides a proactive and child-centred approach to safeguarding, pastoral care, attendance, and early intervention, helping to create a safe, inclusive, and nurturing environment where every young person feels supported and heard. Through a culture of vigilance, compassion, and professional excellence, the team plays a pivotal role in removing barriers to learning and enabling pupils to achieve their full potential.





APPLICATION DETAILS

Vacancy Details

Salary: Scale 39 – 37.5 hours per week, Monday to Friday, 8.00am to 4.00pm, Term Time plus 10 additional days, actual annual salary: £46,230.00

Start date: 01 September 2026

Location: Trinity Academy, Church Balk, Thorne, Doncaster, DN8 5BY

Deadline

Closing date: 9.00am, Wednesday 17 June 2026

It is likely that interviews will be held w/c 22 June 2026

How to apply:

For further information, please visit [WORK WITH US | Trinity Academy](#) or email Louise Aldsworth at recruitment@trinityacademy.org.uk. A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

[WORK WITH US | Trinity Academy](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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