

Safeguarding Manager (Internal)

Application Pack

Iceni Academy Secondary
Methwold, Norfolk

Contents

01	Welcome from the Chief Executive	Page 3
02	About Academy Transformation Trust	Page 4
03	Academy Information	Page 6
04	Job Description	Page 7
05	Person Specification	Page 8
06	Onboarding	Page 9
07	ATT Institute Information	Page 10
08	How to Apply	Page 11



01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



A rare opportunity to shape a school on the rise

Iceni Academy is at a pivotal and exhilarating moment in its development. We are a school with strong foundations, a clear vision, and the momentum to achieve something truly exceptional. The successful candidate will join us at a time of rapid growth and will have the opportunity to leave a lasting legacy for our students, our staff, and our community.

Our Journey: From Strength to Excellence

Over the past few years, Iceni Academy has undergone significant transformation. Our culture is now one of ambition, pride, and shared purpose. Students and staff alike feel the shift, a renewed energy, a belief in what we can achieve together, and a commitment to becoming one of the most successful schools in the region and beyond.

We are building on secure foundations and moving with confidence into the next phase of our improvement journey. This is a school where a new Head of Year can make a profound impact.

A Knowledge-Rich, Ambitious Education

We are determined to give every student the very best education possible. Our curriculum is broad, balanced, and knowledge-rich, rooted in strong pedagogy and delivered with high expectations. We want our students to leave us with the academic strength, cultural capital, and personal confidence to thrive in later life.

Ofsted inspectors have recognised the impact of our work, noting that “The school has raised its expectations for behaviour. Staff apply these consistently.” This shift in culture has been central to our success and we are far from finished. Our next steps will take us even closer to becoming a beacon of excellence in Norfolk.

Beyond the Classroom: Developing the Whole Child

Academic excellence matters but it is only one part of what makes Iceni Academy special. We place equal value on personal development, character, and enrichment. We celebrate success relentlessly, in all its forms.

Our offer includes:

- A vibrant new rewards programme
- A calendar of celebration events
- The launch of Personal Development Week, designed to broaden horizons and build character
- A culture that champions kindness, responsibility, and global citizenship

Our motto Aim High, Work Hard, Be Kind is lived every day by our students and staff.

Learn more about our personal development offer.

A School That Invests in Its People

We care deeply about our staff. Professional growth is at the heart of our culture, and we are proud of the development opportunities we offer:

- An in-house coaching programme for teaching staff
- Research-led project groups open to all colleagues
- A well-stocked CPD library
- Access to the extensive training and expertise of the ATT Institute
- Collaboration with colleagues across the Trust to share best practice

We want every member of staff to become the very best version of themselves — and we provide the tools, time, and trust to make that happen.

Explore our professional development culture.

A Beautiful Place to Work

Iceni Academy Methwold is located in the heart of rural Norfolk, in a peaceful village setting just 15 minutes from the A11 and 20 minutes from the A47. It is a wonderful place to work, think, and grow a school where community matters and where staff wellbeing is genuinely prioritised. We are also currently undergoing a lot of site work to improve the environment and have recently changed our school colours and uniform following work with the student leadership team. This is to reflect our school, our community and really make Iceni unique and a place to be proud of.



04. Job Description

Job Description

Safeguarding Manager

Purpose of the job

To ensure Academy wide compliance with Safeguarding practices including legislative and local policies, working closely with the DSL, DDSLs, Principal and Safeguarding partners.

Specific Responsibilities:

- Work alongside the DSL to ensure safeguarding standards are being met and maintained within the Academy, and that safeguarding issues are promptly communicated to the Principal.
- Continually monitor CPOMs, ensuring confidential files are maintained with sufficient detail and that actions are completed and logged for all safeguarding related activities.
- Refer cases of abuse to local authority children services, cases of radicalisation to prevent cases where a crime may have taken place to the police.
- Act as point of contact for the three safeguarding partners.
- Monitor mandatory safeguarding training for all staff and alert the DSL weekly of any training gaps to be addressed.
- Complete risk assessments and monitor to ensure review cycle timelines are accomplished and actions are completed, linking to CPOMs.
- Ensure child protection files for children who leave the Academy are transferred to the new school or college as soon as possible via secure means.
- Conduct regular assurance audits within the academy to ensure effective safeguarding principles and practices are embedded.
- Ensure the Safeguarding and Child Protection policies are available publicly and that parents/carers are aware of the role of the Academy in making referrals about suspected abuse or neglect.
- In conjunction with the DSL and DDSL, to provide support to Academy staff in relation to safeguarding referrals and risk assessments.
- Implement strategies and processes to promote online safety, recognising the additional risks that children with SEN and disabilities (SEND) face online.
- Act as a source of support, advice and expertise for all staff in relation to safeguarding matters.

- Work with the DSL to ensure that anti-COCA procedures are actioned and recorded including for bullying and HSB.
- Ensure own knowledge and skills are up to date with contemporary statutory policies and attend relevant or refresher training courses as required.
- Monitor and review medication administration records for students.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post/grade.

General Responsibilities

- Lead by example and consistently embody our high expectations embodied in 'The Iceni Way'
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff feel safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of Iceni value and ethos.
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Work in partnership with parents and carers in order to secure the best outcomes for our students.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Assist in the day-to-day operational running of the academy and maintain a high profile at non-contact times, social times and at the start and end of the day.
- Contribute to and take an active part in your own professional development and the improvement of the academy.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the Head of Academy/ Principal.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

05. Person Specification

Person Specification

Designated Safeguarding Lead

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	- English and Maths GCSE at grade C or above - Relevant and evidenced experience in safeguarding - Thorough understanding and evidence experience of implementing statutory safeguarding guidance and policies	Educated to degree level in Education or Children's social care or with relevant alternative qualifications or experience (appropriate to post concerned).	Application Form/Checking and Original Copy evidence
Experience	- Experience of compliance and auditing within a safeguarding setting. - Experience of proactive actions in order to identify creative solutions to potential conflict and competing priorities. - Experience of working in education or social services.	Previous experience working as a DSL or DDSL	- Application Form - Interview - References
Knowledge that supports the role	- Legislation, government guidance and national framework for safeguarding children. - Administration and systems (records) management skills. - In-depth knowledge of relevant statutory legislation, policy and good practice in respect of safeguarding children in education.		- Application Form - Interview - References
Values	- Vision aligned with the academies' high expectations of self and others - Articulate the vision and mission of the academy - Commitment to continuous improvement, both personal and organizational		- Interview - References

	• Demonstrable positive commitment to equality and diversity		
Other	• Ability to de-escalate situations of conflict and deal with emotionally distressing matters in a calm and sympathetic manner. • Ability to communicate and engage with children and young people effectively. • To have a “child-focussed” approach, and act as their advocate to promote their best interests. • Builds effective relationships both internally and externally. • Able to work effectively under pressure. • Ability to use digital software to make detailed and written records and a willingness to continue to develop these skills. • Able to interpret statutory policies for effective application in the academy. • Good organisational and prioritising skills. • Ability to organise own work schedules and effective time management skills • Able to work closely with colleagues to create a strong, coherent and highly functioning team		• References

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Safeguarding Manager

Applying: Expression of interest

Submit your interest to the Principal in the form of letter (no more than 2 A4 pages in font size 12)



Status: Permanent

37 hours per week

39 weeks per year (Term Time Only)

Salary:

NJC Scale Point 28-33

Actual Salary: £33,824 - £38,246

FTE Salary: £39,152 - £44,074



Closing Date:

Tuesday 22 September 2026 at 9am

(If this post attracts sufficient interest before the closing date, we may decide to close and interview for this vacancy at an earlier date so an early application is advised).

Start Date:

As soon as possible



Interviews:

TBC

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



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