

JOB DESCRIPTION

Employment Details

Job Title	Trust Safeguarding Lead
Reports to	Executive Director
Salary Band	HAY U Lower

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

The post-holder will be the Trust Operational Lead for Safeguarding and will ensure consistency, clear communication and continuous improvement in all matters relating to safeguarding children.

The purpose of this role is to ensure statutory compliance and share best practice across all our academies in relation to safeguarding. Primarily, the role will involve developing, implementing, and evaluating the effectiveness of trust-wide policies and procedures. It will also involve leading professional development, supporting casework and auditing compliance. The role will involve regular visits to academies and close liaison with principals, designated safeguarding leads and other external safeguarding partners.

They will ensure a healthy, robust and knowledgeable ethos of safeguarding in each school, the trust and the central team.

The postholder will ensure all related policies are updated in line with changes to Keeping Children Safe in Education and working together to safeguarding children and key changes are disseminated to schools and the trust swiftly. This will include any necessary training. Policies include but not exclusively:

- Child Protection & Safeguarding
- Online safety

You will be an 'expert' in the Trust and through a thorough understanding of safeguarding and your in-depth prior experience will be able to demonstrate best practice and a proven commitment to high expectations and raising standards for all.

Responsibilities

Safeguarding

- To lead on all aspects of Safeguarding across the organisation, keeping fully informed of statutory guidance and all current risks ensuring the school leader, executive and trustees can identify and respond as necessary.

- To ensure that safeguarding policies and procedures across the trust are compliant with statutory guidelines and reflective of best practice
- Develop, oversee and monitor a strategy for compliance and quality assurance for Safeguarding across the organisation.
- To ensure all schools promote safeguarding through their curriculum planning.
- To develop a robust culture of safeguarding and vigilance across the Trust.

Developing practice and working with others

- To maintain clear lines of communication and reporting between academies and the central team / Trustees in all matters relating to safeguarding.
- Ensure schools and services have the appropriate capacity, skills and expertise to meet statutory requirements in regard to Safeguarding.
- To provide support and advice to designated safeguarding leads, principals and the central team.
- To communicate with the Executive Director to support and, where appropriate, investigate complex safeguarding incidents, identifying and ensuring the implementation of any necessary changes.
- Provide advice and guidance to executive leads and Trustees on the requirements the trust is obliged to and expected to meet in fulfilment of its statutory safeguarding duty.
- To design, provide or broker training as required to teachers, support staff, leadership teams, designated safeguarding leads and governors.
- To provide coaching and mentoring for newly appointed designated safeguarding lead(s).
- To ensure the Trust has the appropriate capacity, skills and expertise to meet statutory safeguarding requirements and needs.
- To design, develop and maintain a bank of safeguarding resources bespoke to the Trust.
- To lead regular safeguarding briefings and meetings to share best practice.
- To broker supervision for safeguarding leads.
- To promote support for families that may be facing challenging circumstances through both internal and external Early Help.
- To disseminate contextual safeguarding risks to all stakeholders.
- To lead on casework, as required.
- To maintain good relationships with external safeguarding leads across the relevant local authorities.

Quality Assurance

- To obtain the necessary safeguarding data and information across the trust to produce a report that demonstrates progress against Key Performance Indicators (KPIs) as well as any themes and trends that are emerging as part of safeguarding incident management.
- To quality assure the accuracy of academies' safeguarding record keeping and the implementation of associated action plans
- Provide expert input to the trust's Risk Register with regard to operational and safeguarding risks in schools and services.
- Provide regular reports to the Trust Board that provides assurance and enables Trustees to meet their responsibilities with regard to Safeguarding.

General

- To contribute towards and participate in trust-led internal academy reviews.
- To support academies in their preparation for external inspection.

Additional Duties and Responsibilities

- To promote the aims, values and ethos of the Trust.
- To adhere to all trust and academy policies and procedures.
- To maintain discretion when privy to confidential information.
- To participate in any appropriate meetings with colleagues
- To participate in performance management arrangements.
- To undertake further training as required.
- To be committed to equality, diversity and inclusion.
- To work flexibly, prioritise workload and use one's initiative.
- To carry out any other duties appropriate to the post, as required.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. 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 processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Strong academic credentials, including, as a minimum, a 2.1 undergraduate degree • Trained as a Designated Safeguarding Lead (DSL) • Excellent numerical skills, including the ability to interpret, interrogate and quality assure data. 	<ul style="list-style-type: none"> •

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • A highly competent and experienced senior leader • Recent experience of being a designated safeguarding lead (DSL) or a deputy DSL • Recent experience of being a designated safeguarding lead (DSL) or a deputy DSL • Experience of working across multiple locations and all sectors of education • Experience of working with external partners such as Local Authority and safeguarding boards. • Familiarity with the Ofsted inspection framework and a detailed understanding of how Ofsted inspects safeguarding • Able to work flexibly, prioritise workload and use one's initiative • Able to work under pressure and meet deadlines in a demanding and fast-paced environment • Able to develop and sustain positive relationships with relevant stakeholders • Able to switch easily between strategic and operational modes of thinking • Ability and willingness to hold challenging conversations, challenge the status quo and challenge underperformance • Alignment with the aims, values and ethos of the Trust • Ability to maintain discretion when privy to confidential information • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undertake further training • Commitment to equality, diversity & inclusion 	<ul style="list-style-type: none"> • Able to communicate confidently and effectively in both written and spoken English • Experience of report writing to internal and external stakeholders • Proficient in the use of IT, including a working knowledge of MS Excel • Experience of delivering and designing safeguarding training

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • A strong working knowledge of Keeping Children Safe in Education (KCSIE) 	<ul style="list-style-type: none"> • Confident in the use of educational IT software, including CPOMS

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.