



# Robert Bloomfield Academy Application Pack

## **Safeguarding & Pastoral Director**

**Job Start: September 2026**





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# INTRODUCTION

Dear Applicant

Thank you for your interest in Robert Bloomfield Academy. The Governing Body, Principal and Vice Principal: Head of School welcome your application for the post of:

## Safeguarding & Pastoral Director

Robert Bloomfield has built up an enviable reputation as the highest performing and most oversubscribed school in Central Bedfordshire. We have received four consecutive Outstanding Ofsted awards, but as importantly we are a friendly, cohesive community that works relentlessly to place great opportunities in front of students and develop them as rounded individuals. We are in an excellent position to develop the skills of all our staff in a calm and ordered environment with motivated students.

As part of the Bedfordshire Schools Trust (BEST), our aspirations and expectations for our children focus on them achieving to their highest academic potential. No stone is left unturned by both the Governing Body and our highly dedicated staff team in pursuit of this. Our quest for improvement is relentless and our positive school ethos is a result of not only outstanding teaching but also an innovative curriculum and a wealth of extra-curricular experiences.

We believe that no school is successful academically without strong pastoral support and a wide range of enriching experiences, these are available to all children at Robert Bloomfield. We have strived to develop this in equal balance so that every child at the school is able to find their own preferences and pathways as they grow through the school. The result is a school with extremely positive relationships between students, parents and staff.

Robert Bloomfield is on the cusp of an exciting new future. While currently a middle school, change is coming over the next two/three years as the local authority transitions to a two-tier model of education. Our conversion lies at the heart of the primary/secondary plans Central Bedfordshire Council is proposing for the town of Shefford.

We would encourage you to contact us and arrange a tour of the site and meet with the Principal and members of the Senior Team. Please email

[rba-recruitment@bestacademies.org.uk](mailto:rba-recruitment@bestacademies.org.uk) to book into one of our recruitment tours.

**John Linehan**

**Richard Bond**

Principal | Robert Bloomfield Academy  
Governing Body

Chair of Local



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** 09:00am Monday 13<sup>th</sup> July 2026

**Interview date:** Thursday 16<sup>th</sup> July 2026 – Time TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We reserve the right to close this vacancy at any time. Therefore, we encourage early applications to ensure consideration for this post.

**We look forward to receiving your application.**



# JOB DESCRIPTION

<b>Job Title</b>	Safeguarding & Pastoral Director
<b>Based at</b>	Robert Bloomfield Academy
<b>Salary/Grade Range</b>	NJC Level CBG11, points 31-34 (£39,894 - £43,065 Actual)
<b>Responsible to</b>	Senior Assistant Principal for Attendance & Behaviour, and Assistant Principal for Safeguarding
<b>Liaising with</b>	LCB, Best Executive, Principal, SLT, Heads of Year, Teaching/Support Staff, External Agencies and Parents/Carers
<b>Hours</b>	37 hours per week, Term time plus 4 weeks (8.30 am – 4.30pm, Monday to Thursday, 8.30am to 4.00pm Friday. With 30 mins lunch)

## Main Purpose of the Role

The Safeguarding & Pastoral Director provides strategic leadership for the Pastoral Team and acts as the academy's Designated Safeguarding Lead (DSL).

The postholder will ensure all strategies are in place to promote high aspirations and our VOICE Values, removing barriers to learning so that every student can thrive.

They will champion an exceptionally inclusive culture where safeguarding is everyone's responsibility and every student experiences a true sense of belonging.

To manage our behaviour support/pupil support areas.



## Specific Duties and Responsibilities

### 1. Strategic Safeguarding Leadership (DSL)

- Act as the Designated Safeguarding Lead (DSL), taking lead responsibility for safeguarding and child protection across the academy.
- Provide operational oversight of safeguarding systems (CPOMS), ensuring they are robust, timely, and compliant with the latest KCSIE guidance.
- Coordinate and support the work of Deputy DSLs, ensuring consistency and effectiveness of safeguarding practice.
- Manage a complex caseload of safeguarding and vulnerable student cases, maintaining accurate and confidential records.
- Lead the academy's commitment to professional curiosity and a child-centred approach when assessing risk and determining interventions.
- Act as the Designated Teacher for looked-after and previously looked-after children.
- To review and action the daily filtering and monitoring reports from SENSO.
- Provide out of term emergency contact/support, as needed

### 2. Pastoral Leadership & the VOICE Ethos

- Line-manage the Pastoral Team, providing strategic oversight of wellbeing, supervision, performance management and professional development.
- Thread the VOICE values (Vitality, Opportunity, Independence, Community, Excellence) through all pastoral practices and reward systems.
- Liaise with Heads of Year to ensure highly effective planning and responses to students' social and emotional needs.
- Support with transition Lead (to and from RBA), ensuring students settle seamlessly and hit the ground running.
- Oversee the development of documentation including student Support Plans and Risk Assessments for students with challenging behaviours.

### 3. Inclusion, Attendance & Multi-Agency Working

- Ensure attendance is recognised as a key safeguarding indicator, working with the attendance officer to remove barriers to learning.
- Monitor attendance and support/intervene where persistent absenteeism arises.
- Act as the primary point of contact for external agencies, including Social Care, Early Help, CAMHS, and the Police.
- Attend and contribute to multi agency meetings including Child Protection conference, Child in Need and Early Help Plus meetings.
- Promote a culture of belonging where every child feels safe and supported to achieve their full potential.

### 4. Extended Leadership & Academy Development

- As a member of the Extended Leadership Team (ELT), contribute to whole-school self-evaluation and strategic development planning.
- Attend Senior Leadership Team meetings and morning briefings as required



- Analyse pastoral and safeguarding data to identify trends, providing impact reports for the Senior Leadership Team and Governors.
- Nurture a supportive environment where staff and students feel confident reporting concerns in complete confidence.

## 5. Supporting Students:

- Identify strategies to help overcome individual students' barriers to learning
- Use systems to monitor the behaviour and progress of students who are on targeted interventions
- Co-ordinate the development of students' individual support plans and review ongoing progress towards set goals
- Support the transition of new students arriving or existing students returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy
- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual students' behaviour
- Work with the attendance officer to monitor and implement strategies to improve the attendance of students who are on targeted interventions
- Work with the SENCO to identify students in need of additional support and to develop individual support plans
- Work with senior leaders to develop whole-school pastoral care policies and action plans
- Participate in senior leadership meetings, as required
- Oversee and timetable the external professionals visiting pupils, such a NHS coaching, counsellor and youth workers

## 6. Working with parents/carers

- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Build and refresh knowledge on the range of external support available that could support students' individual needs

## 7. Administration

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant student information inside and outside the school
- Complete relevant paperwork required by external agencies



## 8. Other areas of responsibility

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the school

## 9. Teaching

- This is a non-teaching role

## 10. Safeguarding and Safer Recruitment

- Ensure that the safeguarding arrangements within the academy are compliant with national guidelines and the Trust's policies and procedures.
- Ensure all recruitment is in accordance with the safer recruitment guidance and conducted by suitably qualified managers.
- Nurture a supportive working environment where employees and students feel able to report behaviour/incidents of concern in complete confidence.
- Uphold the KCSIE Framework and ensure all are compliant in BEST Safeguarding Policy and procedures
- To undertake Safer Recruitment Training

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.*



# PERSON SPECIFICATION

## Job Title: Safeguarding & Pastoral Director

Criterion	Essential	Desirable
<b>Qualifications and Experience</b>		
Level 3 Safeguarding / DSL training	✓	
Good level of academic achievement (Degree or equivalent Level 3)		✓
GCSE or equivalent level, including at least a Grade C/5 in English and Maths	✓	
Experience working in a school environment or other educational setting	✓	
Experience working in a school environment with children with additional needs and/challenging behaviour		✓
Successful experience in dealing with complex safeguarding and multi-agency working	✓	
Experience leading and managing teams to achieve common goals	✓	
Involvement in school self-evaluation and strategic development planning	✓	
Safer Recruitment Training		✓
<b>Knowledge &amp; Skills</b>		
Thorough understanding of statutory guidance (KCSIE, Working Together)	✓	
Professional understanding of inclusion and strategies for engaging all learners	✓	
Proficiency in data analysis and producing strategic leadership reports		✓
Knowledge of local community demographics and support services	✓	
Experience planning and delivering targeted interventions		✓
Experience of monitoring and evaluating systems		✓
Experience of development planning at a strategic level including Involvement in school self-evaluation		✓
Experience of managing a complex workload of competing demands.	✓	
Experience of leading and managing teams to the achievement of common goals.	✓	
Ability to inspire, support, and motivate others	✓	



Excellent communication and organisational skills (including written, and oral skills)	✓	
Able to use IT systems and to conduct analysis and produce reports	✓	

<b>Personal Attributes</b>		
Evidence of commitment to professional development, both personal and that of colleagues	✓	
Passionate about the pastoral development of students	✓	
Highly organised with the ability to manage a complex, competing workload	✓	
Resilience and the ability to make sound professional judgements under pressure	✓	
Demonstrable professional integrity, curiosity, and discretion	✓	
Composed, patient, and calm when dealing with difficult situations	✓	
Committed to the BEST mission: "To grow the BEST in everyone"	✓	
Committed to equality and diversity for all stakeholders	✓	
<b>Safeguarding Children: Safer Recruitment</b>		
Secure awareness of safeguarding policy, procedure and the legal responsibilities of schools to safeguard students and staff	✓	
Experience of school level investigations and liaison with external partners relating to student safety		✓
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

