



Job Description

Director of Safeguarding and Attendance

GRADE: Hay Band E points 42 – 48 (£53,460 - £60,125) per annum (full time)

RESPONSIBLE TO: CEO

JOB PURPOSE

The Trust Safeguarding and Attendance Lead is responsible for the strategic development, leadership and oversight of safeguarding and attendance across The White Hills Park Trust. This includes ensuring that every academy operates safe, effective and ambitious systems which protect children and promote high levels of safeguarding and attendance.

The postholder will:

- Provide Trust-wide leadership and expertise across safeguarding and attendance.
- Ensure a consistent, compliant and high-quality approach aligned to statutory guidance.
- Analyse Trust-wide data and lead targeted improvement work.
- Strengthen professional practice through training, networks and capacity building.
- Work collaboratively with senior leaders, DSLs, attendance leads and external partners.

GENERAL RESPONSIBILITIES

1. Support the purpose, vision and mission of the Trust.
2. Be aware of and comply with Trust policies and procedures.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. Champion a Trust-wide culture in which safeguarding, child protection, well-being and health and safety are embedded in all educational practices, across all schools in the Trust.
7. The Director of Safeguarding and Attendance should serve in the best interests of all learners, conducting themselves in a manner compatible with their influential position in our schools and communities.
8. The Director of Education and Inclusion is responsible for upholding public trust in our schools and the Trust as a whole and should maintain high standards of ethics and behaviour.
9. To demonstrate an excellent record of attendance and punctuality.
10. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



SPECIFIC RESPONSIBILITIES

Strategic Leadership Responsibilities:

Safeguarding

- Provide strategic oversight and foster a strong safeguarding culture across the Trust, ensuring high-quality, compliant, and consistent practice.
- Offer specialist guidance and strategic advice to the CEO, Executive Leadership Team, and Headteachers on safeguarding matters, lessons learnt, and complex cases.
- Lead the development, implementation, and monitoring of the Trust's safeguarding strategy, including overseeing all related policies, processes, and systems to ensure alignment with KCSIE and local safeguarding arrangements.
- Oversee the Trust DSL Network, providing leadership, advice, guidance, supervision, and professional oversight to safeguarding and attendance staff, ensuring talent development and succession planning.
- Ensure effective culture-building and workforce development for safeguarding and attendance leaders.
- Ensure consistent, high-quality safeguarding supervision and support for DSLs and safeguarding teams.
- Lead safeguarding audits, reviews, and quality assurance activities across all academies.
- Provide strategic oversight of serious incidents, safeguarding-related complaints, learning reviews, and act as the Trust's senior lead for adult conduct and potential misconduct, including liaison with HR, the LADO, and other external agencies as required.
- Oversee the safeguarding training curriculum, ensuring all staff, Trustees, Academy Advocates and volunteers are appropriately trained.
- Provide specialist advice on complex child protection matters, multiagency working, and early help.
- Report on safeguarding to the Trust Board, ensuring compliance and a robust safeguarding culture.
- Executive oversight of alternative provision commissioning, quality assurance, safety checks, and risk management, ensuring attendance and alternative provision processes are coherent and safeguard children effectively.
- Work in partnership with Local Authorities to ensure academies are up to date with agreed processes and changes to LA procedures.



Attendance

- Lead, evaluate, and further develop the Trust Attendance Strategy, ensuring alignment with DfE guidance, best practice, and Trust priorities.
- Provide strategic oversight and guidance on statutory attendance processes, ensuring lawful, consistent, and proportionate practice across all academies.
- Coordinate engagement with the Trust's Attendance Hub and other DfE Attendance Hubs, enabling targeted expertise and support to The White Hills Park Trust academies and contributing to wider sector improvement.
- Oversee Trust-wide attendance performance, persistent absence, and attendance for vulnerable groups.
- Develop, implement, and monitor a consistent Trust attendance framework, including coding, escalation systems, intervention pathways, EHE, and reduced timetables.
- Lead and coordinate the Trust Attendance Network, promoting collaboration and professional practice among attendance leads.
- Analyse Trust-wide attendance data to identify emerging trends, barriers, and priority groups, producing detailed reports for the Executive Team, Trustees, and Academy Advisory Boards.
- Oversee regular attendance audits and reviews across all academies, ensuring findings are reported and acted upon.
- Work with school leaders to design and deliver targeted attendance improvement plans, ensuring pupils with additional vulnerabilities (e.g., SEND, medical needs, children with a social worker) receive appropriate attendance support.
- Support academies with complex attendance cases, including emotionally based school avoidance and safeguarding-linked absence.
- Maintain a central database of Local Authority attendance contacts and foster strong external partnerships.

Quality Assurance and Reporting:

- Lead QA processes for safeguarding and attendance across all academies.
- Produce termly and annual strategic reports for Principals, Executive Leaders, and Trustees, including safeguarding updates, attendance analysis, and recommendations.
- Provide evidence-based reporting to Trustees, ensuring clear, timely, and high-quality information for strategic oversight and statutory responsibilities.
- Conduct reviews of significant incidents and coordinate dissemination of lessons learned.
- Ensure all academies contribute to Trust-wide data returns and improvement planning.
- Escalate serious concerns, systemic risks, or failures to the Executive Team and Trustees as appropriate.



- Provide strategic oversight of case management reviews and adult conduct cases, acting as the senior officer when liaising with LSCBs and escalating incidents with the local authority.
- Own the Trust's strategic safeguarding and attendance risk registers, ensuring risks are identified, mitigated, and escalated appropriately.
- Oversee system-wide risk assurance processes, including thematic reviews, compliance checks, safeguarding culture assessments, and external audits.
- Provide expert opinion on reputational, regulatory, and operational risk relating to safeguarding and attendance.
- Provide weekly updates on key safeguarding and attendance data, issues, and emerging themes to Directors of Education and the wider school improvement team.

Professional Development, Network and Training:

- Lead and deliver safeguarding and attendance CPD for DSLs, senior leaders, Trustees, AAB members, and attendance teams.
- Provide strategic leadership to build capacity through the design and implementation of an Aspiring programme, creating a sustainable pipeline of skilled leaders
- Create and maintain high-quality training materials, briefings, and guidance.
- Support and challenge DSLs and senior leadership teams on safeguarding and attendance across all academies.
- Develop and lead networking groups to encourage sharing of best practice and collaborative working in relation to safeguarding.
- Coordinate Trust-wide professional networks for DSLs and attendance officers.
- Develop SCITT leaders' knowledge and understanding of safeguarding and attendance systems and statutory guidance, ensuring trainee teachers are well equipped.
- Build capacity in academies through coaching, supervision, and modelling of best practice.
- Embed changes to national statutory guidance within the Trust and foster relationships with safeguarding partners, local authorities, and external agencies.
- Act as the Trust's senior designated safeguarding officer at executive level, responsible for compliance with all statutory safeguarding duties under KCSIE, WT 2023, Education Act 2002, Children Act 1989/2004.
- Lead relationships with safeguarding partners, local authorities, health, police, regional DfE teams, Virtual Schools, AP providers, and national networks.
- Represent the Trust at national platforms, contributing to sector policy, developments, and emerging practice.
- Manage and lead the Trust response to significant changes to legislation and statutory guidance relating to safeguarding and attendance, ensuring full compliance across the Trust and its academies.



- Actively seek opportunities to work with local authorities to offer strategic support and help shape interventions for children.

Operational and Collaborative Responsibilities:

- Act on behalf of the Trust Executive in matters relating to safeguarding and attendance, serving as senior liaison with Local Authority safeguarding and attendance teams.
- Support due diligence processes for new academies joining the Trust.
- Work collaboratively with HR regarding safer recruitment, SCR monitoring, and allegations management.
- Provide support to academies on attendance-related complaints and parental concerns.
- Respond swiftly to escalated issues related to safeguarding or attendance.
- Ensure oversight of Fair Access Protocols.
- Embed safeguarding and attendance within Trust school improvement frameworks, inspection readiness, and strategic development plans.
- Advise Directors of Education and Trust leaders to ensure leadership decisions are safeguarding-led.

Other Duties:

- Undertake any other responsibilities commensurate with the role, as requested by the CEO.
- Contribute to wider Trust improvement initiatives and cross-Trust projects.

GENERAL NOTES

- 1) These accountabilities do not direct the amount of time to be spent on carrying them out and no part of it may be so construed;
- 2) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

STAFF CONDUCT

- All employees are expected to uphold and actively promote the Trust's vision, values and ethos in their daily work and interactions, and as a senior safeguarding professional, the postholder will be expected to champion and promote a strong safeguarding culture across the Trust.
- Employees must maintain the highest standards of professional conduct at all times, in line with the Trust's Code of Conduct and professional standards.



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- Employees are expected to contribute to a culture that is inclusive, respectful and safe. All forms of bullying, harassment, discrimination, abuse and inappropriate behaviour will not be tolerated.
- Employees must maintain appropriate professional boundaries with pupils and conduct themselves in accordance with statutory safeguarding guidance, professional standards, and Trust policies and procedures.
- Employees are expected to act with integrity, maintain appropriate confidentiality, and exercise professional judgement in carrying out their duties.
- The Trust is committed to supporting staff in the fulfilment of their responsibilities and in the consistent implementation of Trust policies and procedures.

DRESS CODE

- The Trust expect staff to wear professional dress, appropriate to the effective enactment of duties, and mirroring our high expectations of our student dress code.

PERSON SPECIFICATION – Trust Lead for Safeguarding and Attendance	ESSENTIAL	DESIRABLE
EXPERIENCE		
Significant and sustained experience of acting as a Designated Safeguarding Lead (DSL) or senior safeguarding lead within a school or Trust.	*	
Strong knowledge of statutory safeguarding and attendance guidance.	*	
Demonstrable experience of leading and managing complex safeguarding cases, including multiagency working and escalation.	*	
Ability to analyse complex data and lead evidence informed improvement.	*	
Experience of Safeguarding leadership across a MAT or local authority.	*	
Experience of shaping or implementing Trust-wide strategy for safeguarding and/or attendance.	*	
Knowledge of CPOMS or similar systems.	*	
Evidence of strategic leadership qualifications (e.g., NPQs).		*
Experience of leading training, developing staff and coordinating professional networks.	*	
PROFESSIONAL SKILLS		
Up to date DSL training in line with statutory requirements.	*	
Deep and current knowledge of safeguarding legislation and guidance, including KCSIE and Working Together to Improve School Attendance.	*	
Strong understanding of attendance legislation, statutory processes and DfE guidance.	*	



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Ability to analyse complex data and translate this into strategic action.	*	
Ability to challenge senior leaders with professional credibility and emotional intelligence.	*	
Ability to communicate through high-quality report writing for senior leaders, Executive Leadership Team and Trustees.	*	
Understanding of multiagency working across education, health, social care and early help systems.	*	
Experience of providing professional challenge, guidance and oversight to other DSLs or safeguarding leads.	*	
Experience of supporting academies through inspection, external audit or regulatory scrutiny.	*	
Familiarity with safeguarding and attendance management systems (e.g. CPOMS or Arbor) at Trust level.	*	
Ability to align safeguarding and attendance practice with wider inclusion, SEND and behaviour strategies.	*	
PERSONAL QUALITIES		
Calm, authoritative and emotionally intelligent.	*	
Values-driven with a strong moral compass centred on child welfare. Confident professional presence with the credibility to influence and challenge senior leaders.	*	
High levels of professional integrity, emotional resilience and commitment to learner welfare. Resilient and composed	*	
Resilient and composed under pressure, including during crisis situations.	*	
Highly collaborative, with the confidence to hold difficult professional conversations.	*	
Reflective and self-aware, with a commitment to continuous improvement and learning.	*	
The role requires frequent travel between schools located across a geographically dispersed Trust and may involve visits to several sites within a working day. A full driving licence and access to a vehicle are therefore essential to meet the operational requirements of the role.	*	