



NORTH
HUDDERSFIELD
TRUST SCHOOL



VACANCY

Safeguarding Manager (Senior DDSL)

APPLICATION INFORMATION PACK



Welcome

Thank you for your interest in the advertised position of Safeguarding Manager at North Huddersfield Trust School.

The school opened in 2011 and has more than trebled in size since then. We have approximately 1000 students on roll, with several of our year groups being oversubscribed. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell
Headteacher

Vacancy Details

Safeguarding Manager

Hours of work – 37 hours per week (term time plus training days and negotiable holiday working)

**Grade 10 – Actual salary £33,295 - £35,523
(holiday working would increase salary)**

Closing date: 9am Monday 13 July 2026

Start Date: ASAP

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We seek to appoint a Safeguarding Manager who will support and co-ordinate the delivery of safeguarding arrangements across the school. This role will work closely with managers, curriculum and support staff, external agencies and students in order to maintain a culture of vigilance and responsibility, maintaining the safest possible environment at the school.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please email recruitment@nhtschool.co.uk.

Please apply through My New Term. The closing date is **9am Monday 13 July 2026**.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

Role	Safeguarding Manager
Pay scale	Grade 10
Weekly hours	37 hours per week Monday to Friday 8am – 4pm (3:30pm on a Friday)

Role Summary

To support and co-ordinate the delivery of safeguarding arrangements across the school. This role will work closely with senior leaders, curriculum and support staff, external agencies and students in order to maintain a culture of vigilance and responsibility, maintaining the safest possible environment at the school and ensuring the school continues to meet statutory requirements at all times.

Key Responsibilities

- To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with internal colleagues and statutory agencies
- To promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities. Encourage good practice by promoting and championing the child protection policy and procedures
- Attend external agency meetings to formally represent NHTS e.g. Strategy/Child Protection Meetings
- Manage and lead the Safeguarding Team
- Lead the fortnightly Safeguarding meetings
- Contribute to the development and support the successful implementation of robust policies, procedures and systems needed to keep students safe
- Support and lead the safeguarding training for all staff during the course of the year
- Ensure that staff adhere to statutory safeguarding policies and that staff CPD is up to date and support the DSL in ensuring any training requirements for relevant colleagues are met

Duties

Key accountabilities	Key tasks
Duties & Responsibilities	<ul style="list-style-type: none"> • Lead on day-to-day safeguarding case management • Manage the triage process and assess all new safeguarding concerns using our online platform • Oversee, monitor and direct all live safeguarding cases • Make and manage referrals to Children’s Social Care, the police and other agencies • Act as the designated point of contact for safeguarding partners • Attend and contribute to strategy meetings, child protection conferences, core groups and multiagency meetings

- Ensure appropriate support, protection and safety plans are in place and reviewed for pupils where there are known safeguarding concerns
- Provide quality assurance and professional challenge to ensure safeguarding arrangements are effective, child-centred and continuously improving
- Escalate concerns to relevant agencies where thresholds are met
- Challenge external agencies where professional disagreement exists in order to avoid drift and delay
- Respond appropriately and in a timely manner to disclosures or concerns which relate to the well-being of a young person
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm
- Support the Deputy Headteacher for Inclusion (DSL) to develop safeguarding resources for tutorials and other campaigns throughout the academic year in order to raise awareness of related issues and equip all students and staff to keep themselves and others safe
- Use safeguarding data to identify patterns, trends and emerging risks
- Undertake regular professional development to ensure safeguarding practices are relevant and the school is equipped to address student needs and any new emerging themes/initiatives
- Ensure statutory training of the safeguard team is up to date
- Oversee the secure storage, management and transfer of safeguarding files in line with data protection requirements
- Ensure safeguarding information is shared appropriately, proportionately and lawfully
- Manage the receipt and scrutiny of safeguarding records for new pupils
- Train staff in high-quality safeguarding recording and information sharing
- To promote and sustain a strong safeguarding culture where safeguarding is understood as everyone's responsibility
- Through agreement, be available for safeguard activities during the holidays to share any burden (especially during the summer holidays)

General

- The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis
- Always uphold the school's PRIDE agenda
- Adhere to strict standards of confidentiality
- Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Deputy Headteacher for Inclusion
Responsible for:	Deputy Designated Safeguarding Lead, Family Liaison Officer Wellbeing Practitioners

Person Specification

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> ✓ GCSE Maths & English level 5 grade C or above 	
Experience	<ul style="list-style-type: none"> ✓ Significant experience of working with young people and vulnerable adults ✓ Ability to understand and manage complex situations across services, partner agencies and organisational boundaries ✓ Experience of providing information, advice and guidance to young people ✓ Experience of working in partnership with external agencies ✓ Working knowledge of Safeguarding Child Protection policies, procedures and issues ✓ Knowledge of current safeguarding issues ✓ Analytical and problem-solving skills based on a clear understanding of issues facing the service Experience of managing others 	<ul style="list-style-type: none"> ✓ Experience of working in a school setting ✓ Experience of administration tasks ✓ Specialist knowledge of child protection services and Children Looked After including relevant legislation and government guidelines. ✓ Experience of working in the Education/Social Care Sector ✓ Experience of using an online recording platform for safeguarding concerns e.g. CPOMs or similar

Specialist knowledge & skills	<ul style="list-style-type: none"> ✓ Understanding of and commitment to Equal Opportunities Policy in the school setting and how it relates to the post ✓ DSL training ✓ Understanding of basic principles of safeguarding practice 	<ul style="list-style-type: none"> ✓ Additional DSL training such as Signs of neglect, PREVENT, FGM, County Lines etc.
Personal skills	<ul style="list-style-type: none"> ✓ Good organisational skills ✓ Ability to keep to strict timescales ✓ Ability to work effectively as both part of a team and as an individual ✓ Demonstrate a commitment to equality and diversity ✓ Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds and cultures ✓ Be a team player ✓ Good presentation skills ✓ Ability to respect confidentiality ✓ Demonstrate a commitment to the process of continuous review and improvement ✓ Suitability to work with young people and vulnerable adults ✓ Professional and emotional resilience 	
General	<ul style="list-style-type: none"> ✓ Excellent understanding of safeguarding guidance 	<ul style="list-style-type: none"> ✓ Commitment to ongoing personal training and development

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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