



**The CAM Academy Trust**  
**Welfare & Safeguarding Manager**  
**Candidate Information Pack**



# WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The CAM Academy Trust. It's a great time to join our team, as we enter an exciting phase of development and look to the future.

I feel highly privileged to lead our trust at this time. Our five year strategy – CAM30 – sets out our roadmap to becoming a truly exceptional family of schools.



We are a values-driven trust – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from an education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will work together to deliver 'excellence for all', enabling all pupils and staff to thrive and be successful. If this excites you; we want to hear from you!

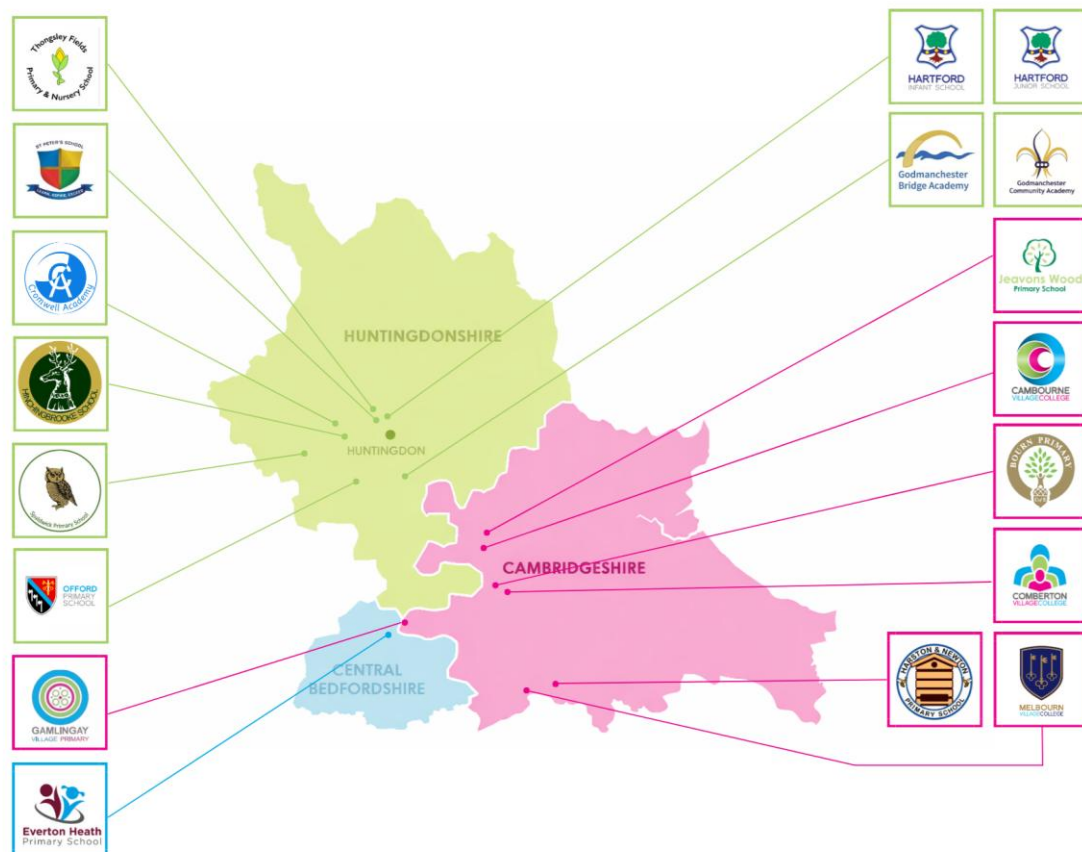
**Claire Heald**

# ABOUT US

The CAM Academy Trust was established in 2011 and currently comprises twelve primary schools and five secondary schools, four of which include sixth forms. In January 2026, ACES Academies Trust - a Huntingdon-based multi-academy trust - merged with CAM, adding five additional schools to our family.

Our primary schools are Cromwell Academy, Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Godmanchester Bridge Academy, Godmanchester Community Academy, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Primary School, Spaldwick Primary School and Thongsley Fields Primary and Nursery School. Bourn Primary Academy joined as the first Associate Member in 2021.

Our secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Hinchingsbrooke School, Melbourn Village College and St Peter's School (and Sixth Form).



# ABOUT US

*Continued*

## Teacher training (CTSN)

The CAM Academy Trust supports the training of new teachers to become qualified members of the teaching profession. We do this through our SCITT (CTSN).

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only CAM Academy Trust schools, but also a wide network of schools across the region.

Our SCITT has a strong regional reputation.

## Maths Hub

The CAM Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, as well as Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16.

The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

## The Cabins

Our Cabin provisions are attached to four of our schools. The Cabins provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide expert support from highly skilled and caring staff.

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and offer high levels of pastoral support.



# THE VACANCY

The Welfare & Safeguarding Manager leads the daily operational safeguarding, student wellbeing and mental health provision across the school. As the Senior Designated Deputy Safeguarding Lead (DDSL), the postholder is supported by the named DSL to ensure statutory responsibilities are met, safeguarding systems are robust, and vulnerable students receive timely, effective support.

The role provides strategic and operational management of safeguarding, mental health, and pastoral support, working closely with the DSL, the attendance team and external agencies to ensure students are safe, supported and able to engage in education.

They will work with the DSL in developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary. They will review and monitor MyConcern on behalf of the DSL and take a safeguarding lead throughout the day, ensuring all children and young people are supported.

## **Why come to Hinchingsbrooke?**

This is a fantastic school to work in: on interview, we ask candidates for their impressions of the School and without fail they comment on how wonderful our students are, the positive team ethos amongst staff and how friendly and welcoming the School is.

If you are an outstanding teacher, it really is worth applying for this post and joining somewhere special. We are seeking to appoint a candidate who is passionate about their subject area; a team player who will thrive on collaboration and teamwork. Someone who really wants to make a difference!

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure.

Hinchingsbrooke School values the diversity of our workforce and welcomes applications from all sectors of the community.

For further details please visit our website [Hinchingsbrooke School - Home](#).

## HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than two sides of A4.

Applications will only be accepted from applicants completing the application form in full. Please note that we do not accept CVs.

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience meet the person specification, taking into consideration the job description.

*We reserve the right to interview and appoint within the application window. With this in mind, we encourage you to apply as soon as possible.*

If you have any questions about this role, please contact Debbie Warner, Principal's PA on [dwarner@hbk.accesmat.uk](mailto:dwarner@hbk.accesmat.uk).

Thank you for your interest in The CAM Academy Trust.



**Salary:**

The post holder will be paid at PO1, points 27-30.

**Line of responsibility:**

The Welfare and Safeguarding Manager will report to the Assistant Principal for Student Services.

**Strategic purpose:**

The role provides strategic and operational management of safeguarding, mental health, and pastoral support, working closely with the DSL, the attendance team and external agencies to ensure students are safe, supported and able to engage in education.

The job description will be subject to regular review and any changes will be made in consultation with the post holders. The aim will always be to reach agreement on any changes, but if agreement is not possible, the trust reserves the right to make the changes following consultation.



## Six core principles

At the heart of our work lie the six core principles of The CAM Academy Trust.

These drive everything that we do.



The CAM Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.

## JOB DESCRIPTION continued

<b>Main responsibilities</b>	<p><b>Safeguarding Daily Operational Leadership (DDSL)</b></p> <ul style="list-style-type: none"><li>• Act as a Deputy Designated Safeguarding Lead in line with statutory guidance.</li><li>• Lead safeguarding practice across the school, ensuring concerns are identified, recorded and acted upon appropriately</li><li>• Plan and complete professional assessments of need and risk in respect of parents using the appropriate procedures for children in need and significant harm</li><li>• Make referrals to external agencies and lead multi-agency work. Be a point of contact for police and social care for Hinchbrook students and families</li><li>• Oversee appropriate safeguarding staff attendance at all statutory and professional meetings (e.g. S17 Child in Need; S47 Child Protection; S20 CIC meetings and reviews)</li><li>• Be a point of contact for MASH, MARAC and METHub requests and up-date reports on action taken ensuring all such actions are recorded on MyConcern</li><li>• Maintain oversight of safeguarding systems, ensuring high-quality recording, analysis and follow-up</li><li>• Monitor safeguarding trends and respond to emerging risks</li><li>• Ensure safeguarding policies and procedures are implemented consistently</li><li>• Quality assure entries on MyConcern</li><li>• Liaise with primary DDSLs and Post 16 provider DSLs re: safeguarding records and issues for incoming or departing Hinchbrook students</li></ul> <p><b>Leadership of Pastoral and Safeguarding Team</b></p> <ul style="list-style-type: none"><li>• Line manage and coordinate the Deputy Welfare Manager, School Counsellor, Home Liaison Officer and Safeguarding Administrator</li><li>• Support and assist the safeguarding team, including other Deputy DSLs</li><li>• Ensure effective triage, communication and follow-up of safeguarding and pastoral concerns</li><li>• Provide professional guidance and oversight to staff managing safeguarding cases.</li><li>• Monitor the impact and quality of pastoral and safeguarding interventions</li><li>• Work with primary schools to support the Transition of vulnerable / high needs students to the school</li><li>• Ensure school safeguarding training records are maintained appropriately and are accurate</li></ul> <p><b>Safeguarding Systems and Quality Assurance</b></p> <ul style="list-style-type: none"><li>• Oversee the effective use of MyConcern, including triage, risk analysis and escalation of concerns</li><li>• Quality assure safeguarding records and chronologies, ensuring they are accurate, analytical and compliant, both with local authority guidance and KCSIE (Keeping Children Safe in Education)</li><li>• Maintain high standards of safeguarding practice through regular review and audit</li><li>• Be responsible for updating the statutory interventions child protection database, ensuring that all reported incidents are dealt with efficiently</li><li>• Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection; always maintaining confidentiality in line with Data Protection, Freedom of Information and Child Protection legislation and guidelines</li><li>• Track and monitor the delivery and impact of support programmes to ensure they</li></ul>
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	<p>have maximum impact, enabling the young person to be safe, happy and successful</p> <ul style="list-style-type: none"> <li>• Communicate regularly with parents and nurture good relationships and effective dialogue between parents, carers and staff about a young person's progress and wellbeing</li> </ul> <p><b>Mental Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Work with DSL and School Counsellor to shape the PSHE/Personal Development curriculum, promoting resilience, wellbeing and help-seeking</li> <li>• Use Trauma Informed interventions where appropriate</li> <li>• Oversee support for students experiencing mental health difficulties, ensuring joined-up pastoral, SEND and family support</li> <li>• Coordinate targeted interventions and partnerships with external services (e.g. CAMHS)</li> <li>• Promote a culture of belonging, safety and positive mental health</li> </ul> <p><b>Reporting, Training and Governance</b></p> <ul style="list-style-type: none"> <li>• Produce regular safeguarding reports for senior leaders, governors and the Trust, analysing trends and risks</li> <li>• Meet termly with the DSL and Safeguarding Governor to provide updates and assurance</li> <li>• Coordinate safeguarding training and regular staff briefings/bulletins to maintain a strong</li> </ul> <p><b>External Partnerships and Contextual Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Lead engagement with external agencies, including social care, police and health services</li> <li>• Attend Trust and Local Authority safeguarding networks, ensuring practice reflects current local and national priorities</li> </ul>
<b>Assessment, recording and reporting</b>	<ul style="list-style-type: none"> <li>• Keep appropriate records of pupils' work in line with the School's policy</li> <li>• Mark and return work set, including homework, within an agreed and reasonable time</li> <li>• Apply the School's Assessment Policy when marking pupils' work</li> <li>• Complete pupil reports in line with School policy</li> <li>• Attend parents' evenings as required and keep parents informed about their child's performance and future target</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Use all of school IT and monitoring systems appropriately and maintain MyConcern as described in main responsibilities</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• To participate in professional and personal development programmes as required, including training and performance management review</li> <li>• Adhere to the school and Trust policies as outlined on the website and in the Staff Handbook, and challenge any behaviour that breaches policies, procedures and code of conduct in relation to safeguarding and child protection</li> <li>•</li> </ul>
<b>Safeguarding</b>	<p>As Welfare and Safeguarding Manager, this person will provide operational leadership to maintain a strong safeguarding culture, ensure robust compliance and risk reduction. The person in this role will lead the day-to-day operational delivery of</p>

	safeguarding processes across the school, working closely with the DSL and Principal to ensure high quality practice
<b>Health &amp; Safety</b>	Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy
<b>Other</b>	Any other duties reasonably requested by the Trust, and: <ul style="list-style-type: none"> <li>• <b>Equal Opportunities.</b> The postholder is required to carry out the duties in accordance with the Trust's Equal Opportunities policy</li> <li>• <b>Welfare of young people.</b> All Trust staff have a responsibility to safeguard and promote welfare of children and young people within the Trust</li> </ul>

The CAM Academy Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.



# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>Educated to at least A-Level with good basic skills in Maths and English, or equivalent</li> </ul>	X	
<ul style="list-style-type: none"> <li>Qualification in safeguarding (DSL level or equivalent)</li> </ul>	X	
<ul style="list-style-type: none"> <li>A further professional qualification in any area relating to safeguarding or welfare work</li> </ul>		X
<ul style="list-style-type: none"> <li>Extensive experience as a Designated Safeguarding Lead (DSL/DDSL) or equivalent senior child safeguarding role (e.g. social care, youth service, police, charity, health service)</li> </ul>	X	
<ul style="list-style-type: none"> <li>A commitment to developing professional skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>Formal qualification in supervision or coaching</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience of providing support within an education setting</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience line managing staff and/or teams</li> </ul>	X	
<ul style="list-style-type: none"> <li>Skilled in analysing safeguarding data and identifying actionable trends</li> </ul>	X	
<ul style="list-style-type: none"> <li>Knowledge of statutory guidance (e.g. KCSIE) and inspection frameworks</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of designing or supporting safeguarding improvement plans</li> </ul>	X	
<b>Professional Competence</b>		
<ul style="list-style-type: none"> <li>Excellent organisational, communication and influencing skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>Interpersonal skills that engender trust and confidence in your work</li> </ul>	X	
<ul style="list-style-type: none"> <li>Familiarity with self-assessment frameworks</li> </ul>		X
<ul style="list-style-type: none"> <li>An ability to offer insights and reflections that challenge staff and senior leaders in their thinking around safeguarding</li> </ul>	X	
<ul style="list-style-type: none"> <li>An ability to work flexibly, prioritise to meet deadlines and respond positively to unplanned situations</li> </ul>	X	
<ul style="list-style-type: none"> <li>A commitment to on-going personal development and willingness to undertake appropriate training</li> </ul>	X	
<ul style="list-style-type: none"> <li>Demonstrable problem-solving skills and ability to work under your own initiative.</li> </ul>	X	
<ul style="list-style-type: none"> <li>A commitment to the highest standards of child protection</li> </ul>	X	
<ul style="list-style-type: none"> <li>An ability to assimilate data and create meaningful information appropriately expressed in a report</li> </ul>	X	
<ul style="list-style-type: none"> <li>A willingness to commit to the values and principles expressed by CAM Trust and to work flexibly when required</li> </ul>	X	

# BENEFITS

We offer the following benefits, designed to promote your wellbeing and make your time with The CAM Academy Trust satisfying and rewarding.

## Core benefits

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous pension scheme.
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme).

## Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work related issues, as well as problems affecting your home life.
- Environment – good working environment with excellent facilities.

## Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff.

## Employee discounts

- Car parking – free and on-site.
- Hot drinks – tea & coffee making facilities provided.
- Cycle-to-work scheme – save £££ on a new bike and accessories.

## Work-life balance

- Flexible working – all staff can make a request to work flexibly.

## School specific benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

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[www.catrust.co.uk](http://www.catrust.co.uk)