



# Candidate Recruitment Pack

Assistant Headteacher - Designated Safeguarding Lead

Required for September 2026



# MESSAGE FROM THE CEO AND HEADTEACHER

## Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

### Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle  
CEO of the  
Achieve and Learn Trust

## Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan  
Headteacher

# ROLE OVERVIEW

## Assistant Headteacher - Designated Safeguarding Lead

### CONTRACT TERM:

Permanent / Full Time

### PAY SCALE:

Teachers' Payscale:  
Leadership 12-16

### LOCATION:

Altrincham College, Green Lane,  
Timperley, Altrincham, WA15 8QW

### START DATE:

1 September 2026

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com)

### CLOSING DATE:

Friday 20 March 2026 at 12pm

### INTERVIEW DATE:

w/c 23 March 2026

Altrincham College is seeking an exceptional and ambitious leader to join our Senior Leadership Team as Assistant Headteacher – Designated Safeguarding Lead. This is a pivotal leadership role within our school. We are looking for an outstanding practitioner who is passionate about raising standards, inspiring colleagues and ensuring that every student achieves their very best.

As Designated Safeguarding Lead, the successful candidate will champion a culture where safeguarding is at the heart of everything we do. They will provide strategic leadership and oversight of safeguarding and child protection, ensuring the highest standards of care, compliance and practice across the school.

All other roles and responsibilities will be developed in line with, and built upon, the successful candidate's strengths, expertise and professional interests. We are committed to shaping this portfolio to maximise impact, enable innovation and support the continued development of both the individual and the wider school community.

This post offers an exciting opportunity for a dynamic and forward-thinking leader to contribute to the strategic direction of the school, drive school improvement and play a key role in securing outstanding outcomes for all students.

The successful candidate will be:

- a creative thinker and innovator
- emotionally intelligent
- resilient
- ambitious for themselves and the school
- a self-starter and a completer/finisher
- decisive when required
- a role model to staff and students
- have the presence and gravitas to inspire our school community
- committed to their ongoing professional development e.g. NPQSL, NPQH.

If you are looking for Assistant Headship in a Trust where creative and innovative practice are highly valued, then we would like you to apply. You will be energetic, motivated and committed to securing the best outcomes for young people. You will have a proven track record of excellence in leadership at senior leader level and will aspire to Headship.

Altrincham College places a high value on professional development; many varied CPD opportunities will be available to the successful applicant.

Please see the job description for further details.

Please note that we **do not employ unqualified teachers**. Only applications from candidates with QTS status will be considered for any teaching post.

# JOB DESCRIPTION

**JOB TITLE:** ASSISTANT HEADTEACHER - DESIGNATED SAFEGUARDING LEAD

**JOB PURPOSE:** The DSL will take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).

They will oversee the school's safeguarding policies and procedures, ensuring they are up-to-date and effective in keeping all children safe.

They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

**Accountable to:** Headteacher / Trust Director of Safeguarding

**Responsible for:** Deputy Safeguarding Leads

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Our School Vision

***Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live, and are empowered to make informed and positive life choices.***

## Our Values

**Ambition:** we instil a lifelong love of learning and nurture skills and talents

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity

**Aspiration:** we want people to be the best that they can be and for everyone to achieve their potential

**Community:** we develop local and global citizens of the future, always committed to working in partnership

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

In all things, we expect our staff to work towards achieving the vision for our Trust, embracing our values and showing ethical leadership at all times.

### **Corporate Responsibilities**

- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To actively promote the vision and values of our Trust with all stakeholders, including trustees, local governors, colleagues, parents, visitors and the local wider community of all our schools.
- To robustly follow all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Academy Trust Handbook, Financial Procedures, Health & Safety, Confidentiality, Data Protection, reporting any concerns to the Chief Executive Officer.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### **Duties and Responsibilities:**

#### **Managing referrals**

- Refer cases of suspected abuse and neglect to the local authority children's social care.
- Support staff who make referrals to the local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.
- Refer cases to the police where a crime may have been committed.
- Keep accurate records of all cases referred to the DSL, the action taken and outcomes.
- Keep accurate records of the number of sexual harassment and sexual violence incidents in school, the action taken and their outcomes.

#### **Working with staff and other agencies**

- Act as a source of support, advice and expertise for all staff.
- Act as a point of contact with the safeguarding partners.
- Inform the Headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult.
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

- Work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
  - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced.
  - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.
- The above includes:
  - Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.
  - Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential.
- Work with the Trust Director of Safeguarding for the Achieve and Learn Trust to ensure policy, practices and training are implemented effectively within the school.
- Work with the Trust Director of Safeguarding for the Achieve and Learn Trust to collate and analyse data on the effectiveness of safeguarding within the school.
- Work closely with the Achieve and Learn Trust Director of Safeguarding and Attendance, shadowing the role as part of Professional Development.
- Represent the School at a strategic level within the Local Authority at the Trafford Safeguarding Education Forum.
- Report to the Governing Body at least annually.
- Engage with supervision on a regular basis.

### **Managing the child protection file**

- Ensure child protection files are kept up to date.
- Keep information confidential and store it securely.
- Make sure records include:
  - A clear and comprehensive summary of the concern.
  - Details of how the concern was followed up and resolved.
  - A note of any action taken, decisions reached and the outcome.
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE).
- Where children leave the school (including in-year transfers):
  - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE.
  - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place.

### **Raising awareness**

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff.
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.

- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing where essential.

### **Training**

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of Annex C.
- Undertake Prevent awareness training.
- Refresh knowledge and skills at regular intervals and at least annually.

### **Providing support to staff**

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
- Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring.
- Support staff during the referrals process.
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

### **Understanding the views of children**

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

### **Holding and sharing information**

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals.

### **Filtering and monitoring**

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified.
- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning.
- Review filtering and monitoring provision at least annually.

### **Other areas of responsibility**

- Review the Prevent Risk Assessment annually.

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video call in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### **General Requirements**

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher / Trust Director of Safeguarding.

# ADDITIONAL INFORMATION

## BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Teachers' Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

## APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Friday 20 March 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

## CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment in September 2026 or sooner if possible.
- ❖ The position will be based at Altrincham College.
- ❖ You will be paid on either the Teachers' Main Scale or Upper Pay Scale commensurate to your experience.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com).

# Achieve + Learn Trust.

Better, together.

## Staff Development & Well-Being Offer



**Kim Earle, CEO**

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		“You Said We Did” staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

**Can't see a vacancy you can apply for? Why not join our Talent Pool?**

Send a brief introduction and/or your CV to [info@achieveandlearntrust.com](mailto:info@achieveandlearntrust.com)