



Yate Academy



YATE ACADEMY

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Yate Academy,
Sundridge Park
Yate
BS37 4DX

Telephone: 01454 333560

Email: info@yateacademy.co.uk

Dear Candidate

Thank you for your interest in the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead at Yate Academy. We are seeking maternity cover for our Designated Safeguarding Lead and are welcoming applications for either the Designated Lead or the Deputy role.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.



The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford: KPickford@yateacademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

ABOUT OUR SCHOOL

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

Leadership

We set a high standard, we set the standards for others. We lead by example; we lead the way.

Resilience

We work hard. We never give up , we keep going and never give up.

Citizenship

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

TERMS AND CONDITIONS

CONTRACT

Temporary to cover Maternity Leave until January 2027, or earlier, subject to the return of the substantive postholder

SALARY

Salary will be calculated in line with NJC pay scale,

Designated Safeguarding Lead - Point 28 (£39,152 FTE) plus £3,000 responsibility allowance

£42,152 per annum FTE. Actual Salary £36,815.80 (Inclusive of the allowance)

Deputy Designated Safeguarding Lead - Point 25 - 28 (£36,363 - £39,152 FTE)

Actual Salary £31,491.17 - £33,906.50

HOURS OF WORK

36 hours per week

Term time only plus Inset days

PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 days plus 2 extra-statutory days. Holiday is to be taken outside of term time.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Designated Safeguarding Lead
Responsible to:	Deputy Headteacher
Responsible for:	Deputy Designated Safeguarding

ROLE OVERVIEW

The Safeguarding Lead will support the aims and objectives of the school, be responsible for the effectiveness of implementation of the school behaviour system, all safeguarding procedures, alternative provision, pastoral care, as well as leading and managing the Inclusion and Special Educational Needs departments as part of the Student Support Team.

They will be expected to support students to ensure that they attend school, are prepared for lessons and their behaviour is appropriate therefore ensuring educational excellence is developed by all pupils and to ensure a sense of pride is developed in students as learners.

MAIN DUTIES AND RESPONSIBILITIES

- Manage and maintain effectiveness of implementation of school behaviour system, all safeguarding procedures, alternative provision, pastoral care, working as part of the academy team, including briefing new and existing staff on our safeguarding and behaviour policies and strategies that may be employed.
- To coordinate strategies to improve performance of pupils from Special Interest Groups to 'narrow the gap'.
- Liaise with parents in relation to attendance, behaviour, safeguarding, social and emotional issues, internal and external exclusion and other occasions as required.
- Liaise with outside agencies as appropriate to ensure positive impact for academy pupils.
- Strategically lead the Pastoral Support Team by being actively involved in the development of Student Support across the school and ensure its effective delivery.
- Strategically lead the Attendance Officer by supporting all aspects of student attendance, liaising with outside agencies, staff, parents and students as required.
- Be creative and pro-active in supporting specific students by directing and monitoring personalised Behaviour Support plans, Pastoral Support plans, Individual Educational plans and the full range of behaviour reports.

System and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.

Other Job Requirements

- Participate in annual reviews of performance and training as appropriate.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Be actively involved in break and lunchtime duties.

Staff Development

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

SAFEGUARDING

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSE's or equivalent which must include at least a C grade in Maths and English.	x	
Evidence of personal commitment to CPD.	x	
Advanced Child Protection Certification.		x
Previous experience as a Designated Safeguarding Lead		x
Further qualifications relevant to the role		x
A First Aid certificate, or willingness to train as a first aider.	x	
Skills and experience		
Experience in Safeguarding/Pastoral support or relevant work with young people in one of a range of fields such as education, youth work, health and social work.	x	
Understanding of Safeguarding, attendance behavioural policies and their implementation.	x	
Experience of supporting vulnerable children and awareness of relevant legislation.	x	
Experience of working in a school environment.	x	
Ability to cope with verbal or physical aggression.	x	
Ability to build positive working relationships with colleagues, members of the public and other relevant stakeholders.	x	
Demonstrate a proven ability to communicate effectively including report writing and presentation skills, with the ability to present findings in a clear and concise format.	x	
Ability to complete all forms of referrals and paperwork for ART, EHAP.SHN and other agencies.	x	
Experience of leading/ attending professional meetings e.g.EHAP, Attendance reviews and Social Care.	x	
Personal attributes		
Able to work calmly under pressure and withstand stress.	x	
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations.	x	
High levels of professional integrity.	x	

A passion and desire to drive things forward.	x	
Demonstrable ability to plan, prioritise and deliver to tight deadlines.	x	
Commitment to working within the School's Safeguarding Policy & Procedures.	x	
Flexibility to undertake any role within the department.	x	

JOB DESCRIPTION

Post:	Deputy Designated Safeguarding Lead
Responsible to:	DSL and Deputy Headteacher
Responsible for:	N/A

ROLE OVERVIEW

The Deputy Safeguarding Lead will support the aims and objectives of the school. They will;

- Manage attendance, pastoral and welfare/safeguarding issues.
- Work with pupils and families to maximise support and their learning for individual pupils.
- Contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life.

MAIN DUTIES AND RESPONSIBILITIES

Deputy Designated Safeguarding Lead (DDSL)/Child Protection

Support pupils and parents of children on Child Protection Plans and implement all aspects of the academy's Child Protection procedures and protocols under the direction of the Designated Safeguarding Lead.

Early Intervention and External Services

- To act as Lead Professional in EHAP meetings and to attend other external meetings e.g. Child In Need/CP core group or Case conferences and other multi agency meetings under the direction of the Designated Safeguarding Lead.
- Transition - supporting transition visits/plans and gathering Yr 6 safeguarding information.
- School Health Nurse referrals and other External agency referrals.
- CMOPS - Daily monitor and action/tasks at the discretion of the DSL.

Attendance

- Alerting parents to patterns of absence and use a solution focussed approach to implementing support plans via SAM
- Liaise with the attendance officer on a weekly basis to discuss attendance progress and send out attendance warning letters for students close to PA category
- Chair School Attendance Meetings in line with the attendance policy and in conjunction with the Attendance Officer. Agree targets with parents/carers to improve attendance and inform them of the legal requirements, and process for continued unauthorised absences.

- Personalise Individual Health Care plans (IHCP's), for those students with mental health or medical issues that impede attendance to ensure that all possible barriers are removed to non-attendance.
- Implementing the Academy's pick-up transport service when required.
- Attending home visits for attendance or welfare support .
- Completing all attendance documentation in line with the Local Authority's' procedures / Greenshaw procedures including any relevant referral forms for the PLC or other alternative providers.
- Attending and supporting subsequent attendance review meetings, with Safeguarding & Behaviour Lead and Educational Welfare Officer.
- Collating/completing, reviewing and updating 'attendance snapshots' for all students who are in the persistent absence category.
- Alerting and liaising with social workers and other agencies of absence for CIN/CP/EHAP/Family Plus students.

Pastoral care

- To provide support to the Heads of Key Stages in all matters concerning the wellbeing, safety, behaviour and attendance of their students.
- To develop positive relationships with parents, liaising with parents regarding all aspects of pastoral care and safeguarding.
- Coaching/Mentoring targeted students to remove barriers to learning.
- Facilitating social skills intervention workshops for targeted students.
- Work with SEN team to support vulnerable students

Behaviour

- On call support as requested by line managers / SLT.
- To actively promote positive behaviour throughout the Academy in line with the school behaviour policy.
- Assist the Behaviour Lead or SLT in removing students from classrooms whose behaviour is a concern as requested by line manager / SLT.

Admissions

Process in-year admissions in line with Greenshaw admissions policy.

Problems and Decision Making

The post holder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within the school premises.

GENERAL

- To participate in school initiatives where every person is expected to contribute to the learner's progress and wellbeing.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- The post holder may well be handling information of a highly confidential nature, it is essential he/she is aware of the need for discretion and professionalism.

SAFEGUARDING

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSE's or equivalent which must include at least a C grade in Maths and English.	x	
Evidence of personal commitment to CPD.	x	
Advanced Child Protection Certification.		x
Previous experience as a Deputy Designated Safeguarding Lead		x
A First Aid certificate, or willingness to train as a first aider.	x	
Skills and experience		
Experience in Safeguarding/Pastoral support or relevant work with young people in one of a range of fields such as education, youth work, health and social work.	x	
Understanding of Safeguarding, attendance behavioural policies and their implementation.		x
Experience of supporting vulnerable children and awareness of relevant legislation.	x	
Experience of working in a school environment.	x	
Ability to cope with verbal or physical aggression.	x	
Ability to build positive working relationships with colleagues, members of the public and other relevant stakeholders.	x	
Demonstrate a proven ability to communicate effectively including report writing and presentation skills, with the ability to present findings in a clear and concise format.	x	
Ability to complete all forms of referrals and paperwork for ART, EHAP.SHN and other agencies.		x
Experience of leading/ attending professional meetings e.g.EHAP, Attendance reviews and Social Care.	x	
Personal attributes		
Able to work calmly under pressure and withstand stress.	x	
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations.	x	
High levels of professional integrity.	x	
A passion and desire to drive things forward.	x	

Demonstrable ability to plan, prioritise and deliver to tight deadlines.	x	
Commitment to working within the School's Safeguarding Policy & Procedures.	x	
Flexibility to undertake any role within the department.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 12th October 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after the closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post in January 2026.



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



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Sundridge Park
Yate, Bristol
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