



SAPIENTIA
EDUCATION TRUST

SAPIENTIA EDUCATION TRUST CANDIDATE RECRUITMENT PACK



Director of Safeguarding and Attendance

Closing date – 20th October 2021

Interviews to be held – 22nd October 2021

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Dear Candidate,

Thank you for your interest in the position of Director of Safeguarding and Attendance. This is a tremendous opportunity for the successful candidate to join our Central Education Team, in a growing and highly regarded MAT. This is an enhanced role within our team.

Sapientia was established in 2016 by Wymondham College and has grown quickly to 16 schools. Our Trust currently consists of 6 secondary and 10 primary phase schools educating over 5500 students.

The role has arisen as our Trust continues to grow – Attleborough Academy and Fakenham Academy joined us on June 1st 2020 – and we are seeking an experienced Safeguarding and Attendance Leader to support our ambition to deliver a World-Class education, in all of our schools.

Our secondary track record is already impressive. In Summer 2019 Wymondham College was the highest performing school in Norfolk at GCSE and 'A' Level; Framingham Earl the fourth highest in Norfolk; and Stradbroke High School the fourth highest performing school in Suffolk at GCSE.

We are open to the type of background the successful candidate comes from. However, it is highly likely they will have been a successful Safeguarding Leader. They will be able to demonstrate a thorough understanding of school improvement issues, with a track record of impactful school leadership of Safeguarding and Attendance. They will understand the complexities of improving standards and have a strong commitment to staff development.

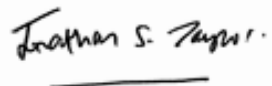
We have a strong, established central team that provides education, HR, estates, finance, governance, and health and safety support to our schools. Our Education Team are hands-on and are expected to spend a large proportion of their time in our schools and the successful candidate will form part of our Trust Central Leadership Team. We will offer opportunities to be involved in strategic decisions about the future of the Trust, extensive networking opportunities, involvement with a range of partners, and will invest in your own professional development.

Our office is 20 minutes outside Norwich and our schools all within a 45-minute drive. The area is fantastic to live in and Norwich is a vibrant city; London is 90 minutes by train and Cambridge is within an hour. The beautiful Norfolk and Suffolk coasts are also within an hour's drive and roads are uncongested, people are friendly, and we get the least rain of anywhere in the country! Schools in the area are genuinely of high quality and house prices affordable. Several of our Central Education Team relocated to the area (including both of us!) and we are more than happy to discuss the benefits of doing so, with you.

We are happy to discuss the role with you informally, please contact Catriona Mitchell, Executive Assistant, on 01953 609001 if this would be helpful.

We hope this role excites you and we look forward to welcoming your application.

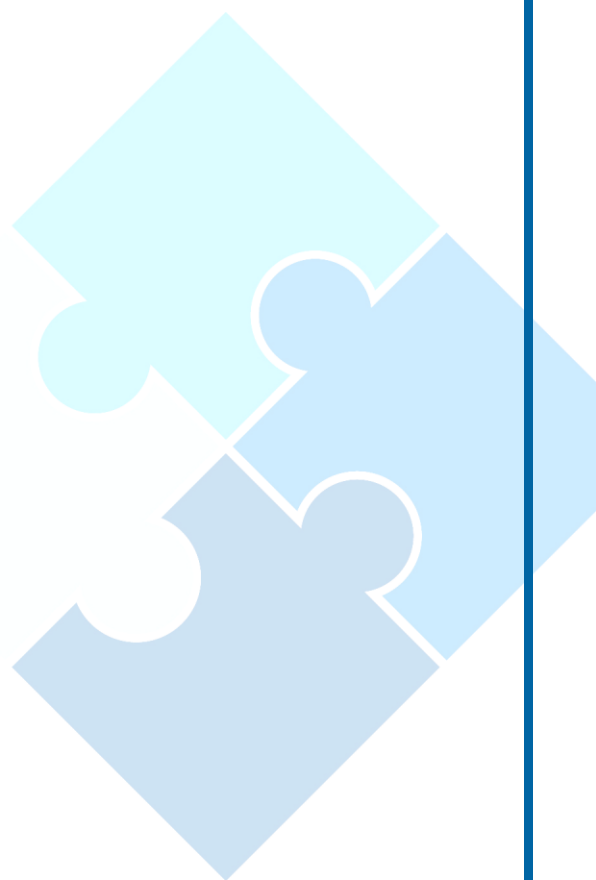
Best wishes,



Jonathan Taylor, **CEO**



Zoe Fisher, **Director of Education/Deputy CEO**



Sapientia Education Trust

Sapientia Education Trust was established by Wymondham College in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver the highest standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of Wymondham College and means wisdom. Our vision is to provide a World-Class education locally.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross phase and involves a strong commitment to staff development and ongoing professional learning for all staff in our schools. We believe that collaboration and partnership work helps to raise standards and we work with a range of schools within and beyond the Trust.

The Trust provides a range of services to support our schools. This includes established HR, Finance, Health and Safety and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a World-Class education locally.

Our member Schools:

Framingham Earl High School
Old Buckenham High School
Stradbroke High School
Wymondham College
Attleborough High School (June 2020)
Fakenham High School (June 2020)

Burston Primary School
Ghost Hill Infant and Nursery School
Great Hockham Nursery and Primary School
Old Buckenham Primary School
Rockland St Mary Primary School
Seething and Mundham Primary School
Surlingham Primary School
Tivetshall Primary School
White House Farm Primary School
Wymondham College Prep School (Sept 2020)



Job Description

We are seeking to appoint a Director of Safeguarding and Attendance to join our central team. You will work directly with our Director of Education to ensure that our secondary schools benefit from belonging to our Trust through fostering a culture of networking, collaboration and sharing best practice. You will work closely with our Education Team, which includes a range of highly experienced colleagues.

Whilst the work will be varied, the common focus is to provide our pupils with a World- Class education locally.

You will help to inspire teams across our academies, driving school improvement, help ensure that pupil safety and wellbeing is at the forefront of all of our schools and is truly proactive, and work with senior school-based staff and Headteachers to improve their schools further, specifically supporting the safeguarding and attendance provision, including mental health as part of the safeguarding agenda. As the safety and wellbeing of our pupils is integral to our approach, you will be involved in improving the overall strategic development of quality safeguarding and attendance across our schools, striving for world class.

Our post holder will:

- Work in our Central Education Team to support our schools to deliver World-Class education locally
- Play a full role in our Central Education Team
- Spend significant time in our schools, supporting school improvement and quality assurance activities, including Safeguarding and attendance reviews and audits, and working with our Education Team
- Develop and lead the Trust's safeguarding and attendance strategy
- Further develop the Designated Safeguarding Leads network to ensure that best practice is shared, and a collaborative approach is enhanced
- Contribute to our central Trust INSET days and conferences
- Support effective leadership at senior levels, including mentoring where appropriate and evaluating and improving further the impact of leadership, especially with regard to the quality of safeguarding and attendance
- Work with school leaders to ensure that schools have research-informed, robust provision in place to support children who may be at risk or are vulnerable
- Plan and deliver staff training, Professional Learning and INSET as part of the Trust and the Sapientia Academy of Learning
- Identify the need for and develop Trust policy templates and guidance
- Inform and contribute towards the success of the Education Team's improvement strategy
- Identify areas for development and work with the members of the education team to provide support and drive-up standards
- Work with our Safeguarding Trustee to ensure our board of trustees are informed and that there is high level oversight of safeguarding and attendance by Trustees

- Develop links with local and national networks and specialists including the Boarding school Association and Boarding school affiliates so that our practice is at the forefront
- Ensure the strategic plan for safeguarding and attendance is progressive as well as responsive to changing landscapes
- Drive the strategic vision to become a national centre of best practice
- Work alongside other members of the Education Team for effective school improvement
- Understand, and be responsive to, the changing educational landscape, including Ofsted (including both Education and Social Care inspections for boarding schools)
- Attend relevant sub-committee meetings of the board, including producing relevant reports
- Be committed to the Sapientia ethos of high expectations and our commitment to extended learning
- Work cross-phase, as required, alongside the phase lead and other professionals
- Support, guide and motivate to promote a positive staff culture, sharing good practice and enabling continuous professional development
- Develop opportunities to share ideas and strategies across the Trust
- Contribute to Trust wide decision-making and policy
- Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and methods
- Assist with staff induction, training, and ITT programmes
- Be prepared to frequently travel to other SET sites as required.

General duties and responsibilities:

- Communicate the Trust vision compellingly – to provide World-Class education locally, enabling all pupils to flourish
- Work effectively with other members of the SET central leadership team
- Empower all staff and pupils to excel and constantly improve
- Any other duties as reasonably directed by the CEO and/or Director of Education and/or Chief Operating Officer



Person Specification

Qualifications

Evidence of appropriate professional development	Essential
Designated Safeguarding Lead or equivalent qualification, experience or training	Essential
Willingness to continue professional development	Essential
Hold a full driving license	Essential
Degree Level Qualification	Desirable

Knowledge and Understanding

Knowledge of effective safeguarding and attendance strategies	Essential
Excellent knowledge and understanding of Keeping Children Safe in Education and Guidance for safer working practice for those working with children and young people in education settings	Essential
Excellent knowledge and understanding of statutory attendance policies, guidance and procedures including national and local	Essential
Good knowledge of supporting mental health and wellbeing in education as part of the safeguarding agenda	Essential
Ability to effectively evaluate and plan for improvement	Essential
Experience of leading a team	Essential
Experience of working in safeguarding within a school, education setting or local authority	Essential
Understanding of effective leadership	Essential
Knowledge and understanding of effective quality assurance processes	Essential
Knowledge of Ofsted frameworks	Essential
Knowledge of Safeguarding and attendance procedures	Essential
Ability to use comparative data, benchmarking and target setting data	Essential
Delivering training and confidence with public speaking	Essential
Understanding of the current safeguarding landscape – including the role of the DfE.	Essential
Knowledge of new technologies and Safeguarding and attendance systems	Desirable
Knowledge / experience of tracking safeguarding concerns in schools and attendance data	Desirable
Experience of Ofsted and or other safeguarding inspections	Desirable
Experience in auditing safeguarding and attendance policies, procedures and practice in education settings	Desirable

Experience and Personal Qualities

Highly successful leadership of Safeguarding	Essential
Experience of coaching / mentoring and leading training	Essential
Clear evidence of leading teams to accelerate progress	Essential
Experience of working with different levels within a school or organisation: Senior/Middle leaders and teaching staff	Essential
Ability to manage change	Essential
Ability to develop effective relationships and teams	Essential
Strong communication skills	Essential
Excellent organisational skills	Essential
Strong interpersonal skills	Essential
Ability to prioritise, meet deadlines and work under pressure	Essential
Strategic vision for raising standards	Essential
Understanding of the benefits of working in a MAT	Essential
Ability to motivate colleagues	Essential
Experience of raising standards	Essential
Experience of monitoring performance	Essential
Evidence of the impact of coaching / support for individuals	Essential
Positive and optimistic	Essential
Sense of accountability	Essential
Good sense of humour	Essential
A constant drive for improvement	Essential
Experience of school-to-school support work, audit and evaluation	Desirable
Experience of leading collaborative school improvement networks	Desirable

Terms and Conditions

This post is offered on a full-time, permanent basis, with an office base at Wymondham College.

Remuneration

Competitive – on the Teacher's Leadership Salary Scale, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under either, the Local Government Pension Scheme or Teacher's Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.



Interview process

Dates	Interview process
Wednesday 20 th October 2021	Closing date for application
Friday 22 nd October 2021	Assessment interview day will include: <ul style="list-style-type: none">- A written exercise- An interview that includes a 10-minute presentation and follow-up discussion with the Director of Education and panel members

How to apply

To apply, please visit our vacancies page on our website www.se-trust.org and complete the application form, along with a supporting letter of no more than 900 words, detailing how your experience to date and educational vision equips you for the post.

The closing date for applications is: Wednesday 20th October 2021

Applications are considered on receipt; therefore, early applications are encouraged. We reserve the right to interview before the application closing date, should we receive a sufficient number of applications.



The Trust is committed to safeguarding and promoting the welfare of children; therefore, all applicants must be prepared to undergo several checks to confirm their suitability to work with children and young people. The Trust welcomes applications from all sectors of the community.

In accordance with the Department of Education's "Keeping Children Safe in Education", references will be sought on all short-listed candidates before interview. Sapientia Education Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment



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