



**Director of Safeguarding and Welfare**

Together we will...  
Pioneer | Inspire | Achieve | Collaborate | Create

# Welcome

Dear applicant

I would like to take the opportunity to thank you for showing an interest in this role within Venn Academy Trust.

The trust was formed in 2015 as a small but perfectly formed organisation of four schools. Since then, we have grown to 12 schools, with others interested in joining. Venn comprises of both special and mainstream academies. In September 2021, our new free school alternative provision academy, Euler, opened in Hull and New Pastures Primary School in Doncaster joined. In March 2023 Brompton Hall Special School in North Yorkshire joined the trust.

We have a strong track record of developing and improving schools; underpinned by effective central systems and school improvement strategies that lead to developing confident pupils who work hard, enjoy school and achieve significant positive outcomes.

Our expertise reflects our vision and together with the local authorities, schools and community partnerships provide outstanding support. Venn is a pioneering academy trust, where all pupils are inspired to become lifelong learners to achieve the very highest standards possible. Collaborating with all partners, the trust works with its settings to create world class learning experiences for all.

The trust has substantial proven expertise in delivering outstanding provision. This has been achieved through high quality expertise, practice and training. We have created a positive behaviour culture with clear intent on the curriculum; reinforced by our effective implementation strategies leading to successful, positive outcomes. Our special and mainstream provision is pupil focused, effectively linked into an appropriate and challenging learning programme enabling pupils to have positive progression throughout their school years. Venn is known for its expertise in supporting pupils with SEMH.

Venn is committed to being an employer of choice, enabling all employees to develop career opportunities to significantly impact on the future life chances of our students. I do hope that you consider a career with Venn and wish you all the best of luck with your application.

Together we will...

Best wishes  
Dr Simon Witham





**A unique  
family of schools  
that places a vision  
of inclusion  
at its core**

## **Our Vision and Values**

Together we will...

**Pioneer  
Inspire  
Achieve  
Collaborate  
Create**

Venn is a pioneering academy trust, committed to building educational environments where all pupils are inspired to become lifelong learners who achieve the very highest standards possible.

Collaborating with all partners, the Trust works with its unique settings to create world class learning experiences for all.

## **Our Schools**

Venn has created a shared inspirational model of leadership and a positive environment in which best practice brings schools together to deliver effective education with ground breaking results.

## **Our Services**

Venn Academy Trust offers a number of services from behaviour management and audits to continuing professional development. Venn Academy Trust has expertise in a wide range of areas to support outstanding teaching and learning and the development of a positive learning culture.

## **Our Offer**

We are committed to working with pupils and families from the Yorkshire and Humber region, and beyond. Being part of a wider learning community will bring opportunities for cross academy working through a variety of school improvement projects.





Bridgeview Special School (EHCP). Pupils aged 5-12. Hull.  
 Euler Academy (SEMH). Pupils aged 5-11. Hull.  
 Griffin Primary School. Mainstream primary academy.  
 Pupils aged 3-11. Hull.  
 Mountbatten Primary School. Mainstream primary academy.  
 Pupils aged 3-11. Hull.  
 The Sullivan Centre. Medical alternative provision unit.  
 Pupils aged 11-18. Hull.  
 Venn Boulevard Centre. Alternative provision.  
 Pupils aged 10-18. Hull.  
 Thorpepark Academy. Mainstream primary academy.  
 Pupils aged 2-11. Hull.  
 Whitehouse Pupil Referral Unit. Pupils aged 5-11. Hull.  
 The Boulevard Nursery. Early years provision for children  
 entitled to 2 year old funding. Hull.  
 Brooke Primary Academy. Mainstream primary academy.  
 Pupils aged 3-11. Doncaster.  
 Marshland Primary Academy. Mainstream primary academy.  
 Pupils aged 2-11. Doncaster.  
 New Pastures Primary School. Mainstream primary academy.  
 Pupils aged 3-11. Mexborough.  
 Brompton Hall School. Specialist education. Pupils aged 8 -18.  
 Scarborough

### Venn Academy Trust Hull Office:

The Boulevard Centre  
 The Venn Building  
 172 The Boulevard  
 Hull  
 HU3 3EL  
 01482 505030  
[info@vennacademytrust.org](mailto:info@vennacademytrust.org)

### Venn Academy Trust Doncaster Office:

Brooke Primary Academy  
 Wike Gate Road  
 Doncaster  
 DN8 5PQ  
 01405 812200  
[info@vennacademytrust.org](mailto:info@vennacademytrust.org)



## VENN ACADEMY TRUST

### **Director of Safeguarding and Welfare**

**Grade 10 [£40,478 - £44,539 FTE, *actual salary is £36,514 – £40,177*]**

**Working with Venn schools in South, East & North Yorkshire**

37 hours per week, term time only with 5 additional days (200 days)  
(Part-time would be considered for the right candidate)

Are you passionate about improving children's life chances?

Are you looking for a new challenge?

Do you have the skills to support colleagues to meet the needs of a diverse range of pupils?

Our Multi Academy Trust is a group of inspirational and aspirational mainstream and specialist schools in South, East & North Yorkshire whose main objective is to ensure that all pupils make exceptional progress through the development of outstanding staff.

This is a new and exciting opportunity. Working closely with the Executive Team, the postholder will be a key role in the Central Team. The postholder will work with our school leaders, teachers and other staff to develop a culture of safeguarding. We want every Venn pupil to feel safe and well cared for academically, emotionally and physically.

This is a fantastic opportunity for someone who has experience of successfully leading school safeguarding and welfare work.

### **We are looking for a leader who:**

- Has a proven track record in promoting safeguarding and welfare of children
- Is an outstanding, innovative and hard-working leader
- Has proven experience of supporting colleagues

### **We will offer you:**

- A forward-thinking Trust with staff, children and families at the heart of everything we do
- Opportunity to be instrumental in shaping the future for our schools
- Dedicated, talented and hardworking colleagues
- A Trust where staff well-being is taken seriously

Together we will...

Pioneer | Inspire | Achieve | Collaborate | Create

The successful candidate will work under the Director of School Improvement, but alongside Executive Headteachers and Head of Schools, supporting schools and teachers to secure high standards of teaching, learning and progress for our pupils. The postholder will be based across the sites of our Trust and partner schools.

If you want to find out more contact Amraz Ali, Director of School Improvement via Helen Turner, Trust Clerk, at [turner.h@vennacademy.org](mailto:turner.h@vennacademy.org) or on 01482 505030.

**Closing date: Thursday 27 April 2023 at 12noon**

Venn Academy Trust is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community.

Our Trust is fully committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

An enhanced DBS check is required for all successful applicants.

Online searches will be carried out as part of Venn Academy Trust's recruitment due diligence for all shortlisted candidates, in line with Keeping Children Safe in Education 2022.

[vennacademytrust.org](https://vennacademytrust.org)

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## JOB DESCRIPTION and PERSON SPECIFICATION

<b>School:</b>	Venn Central	<b>Grade:</b>	10
<b>Job Title:</b>	Director of Safeguarding and Welfare	<b>Date Prepared:</b>	March 2023
<b>Evaluation Date:</b>	22.3.23	<b>JE Number:</b>	HAYV30

### DIGNITY AT WORK

To show, at all times, a personal commitment treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes Venn's Equal Opportunities in Employment Policy.

### PURPOSE

Be a source of specialist expertise on safeguarding across the trust.

The post holder will take the lead for trust wide safeguarding and child protection practice and procedures, in accordance with statutory guidance and best practice. They will act as the trust lead DSL. The post holder will ensure that the trust's approach to safeguarding reflects and continuously adapts to support the vision, values and strategy of the trust.

The post holder will play a key role to ensure high quality delivery of parent and family engagement is developed across Venn Academy Trust Schools and settings. To support the development of safeguarding and child protection training, procedures and guidance. Ensure there are policies, procedures, systems, structures and resources in place to promote the welfare and protection of our pupils and to support vulnerable families.

Together we will...

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[vennacademytrust.org](http://vennacademytrust.org)

The Trust's Pay Policy and School Teachers Pay and Conditions Document gives details of the role and professional responsibilities of the staff on the leadership scale. Within that framework, the Trust is seeking to emphasise the following:

## STRATEGIC

1. To promote and safeguard the welfare of children and young people across the trust
2. Champion safeguarding and pupil welfare at the most senior level to ensure the trust executive team recognise gaps, risks and reputational risks
3. To lead on the strategy, development, implementation, and compliance of safeguarding across the trust
4. Ensure the effective maintenance and delivery of safeguarding which aligns with educational and development plans
5. To monitor, and where necessary challenge senior leaders approaches to safeguarding and welfare
6. Analyse, interpret and communicate safeguarding and welfare data and information, providing timely, accurate and relevant updates and reports to the CEO / DCEO for presentation to the trust board and relevant committees
7. Attend trust meetings when required to do so, including trust board/committees, as the lead officer for safeguarding and welfare related matters
8. Liaise with the link trustee/link academy council representative for safeguarding and welfare as directed by the CEO / DCEO
9. Where necessary, represent the trust with partners across on safeguarding and welfare related matters
10. Quality assure the work of members of the safeguarding and welfare team in academies

## DELIVERY AND OPERATION

1. Lead on the development and delivery of safeguarding and welfare across the trust in accordance with statutory guidance and best practice, including an annual audit of safeguarding and welfare at each setting
  2. Evaluate the efficacy of trust/academy approaches to safeguarding and welfare to use this analysis to maintain a trust wide development plan for safeguarding
  3. Review, on an annual basis all statutory guidance related to safeguarding and welfare to inform changes to practice and training requirements
  4. Design and deliver safeguarding training to all DSLs and ensure this is rolled out to all academies. Organise and deliver training to other staff where necessary
  5. Liaise with trust leaders and directors to inform them of required changes to practice as a result of changes to guidance
  6. Lead a group of DSLs/ welfare leads to identify and share effective practice
  7. Design, develop and maintain a bank of safeguarding and welfare resources bespoke to the trust for use trust wide
  8. Develop relationships and partnership working with external agencies and partners
  9. Ensure information is organised in a systematic fashion to enable auditors/inspectors to perform any evaluation of safeguarding and welfare
  10. Support the CEO / DCEO with trust planning and delivery of safeguarding and welfare
  11. Support academies with the preparation for Ofsted inspection on safeguarding and welfare matters and be available for inspections where required
  12. Work with colleagues to ensure that each academy has accurate records of safeguarding training for all staff
  13. Work with colleagues on the procurement of external sources of support/quality assurance for safeguarding and have plans in place to achieve this
  14. Lead on organisational preparation and responses to external requests for information on safeguarding in conjunction with the data protection officer (DPO)
  15. Provide both on site and remote support on all safeguarding matters, including safeguarding complaints
  16. Signpost all academy DSLs to appropriate and relevant support for children and their families
  17. Lead on the development of a trust wide approach to communication with parents/carers on safeguarding and welfare issues
- 



## RESEARCH AND PLANNING

1. Research and be informed about the wider safeguarding context, and identify developments and changes to be incorporated into trust wide practice
2. Audit the quality of safeguarding and welfare provision, identifying where improvements need to be made and work with the DSL and/or senior leadership team to improve practice
3. Policy development related to pupil well-being

## STAFF AND LEADERSHIP

1. Provide specialist advice and supervision to academy DSLs, acting as the first point of contact in relation to complex safeguarding and child protection matters
2. Coach and support staff to deliver efficient and effective safeguarding and welfare practice in line with trust values and objectives
3. To work with school-based safeguarding and welfare leaders in trust schools to ensure they are as effective as possible

## GENERAL

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.

**This job description may be amended at any time after discussion with the successful candidate**



## DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

### 1. Responsibility for Staff:

None

### 2. Responsibility for Customers/Clients:

Holding staff to account for safeguarding and welfare procedures under the direction of the CEO/DCEO

### 3. Responsibility for Budgets:

None

### 4. Responsibility for Physical Resources:

None

## WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

### 1. Within the Academy Trust:

CEO / DCEO, Heads of School and all pupils and staff associated with

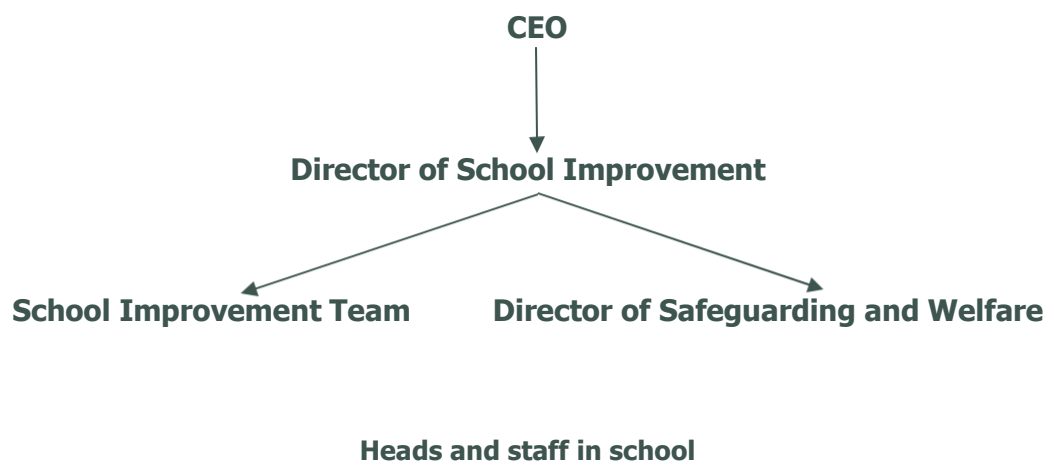
### 2. Within Venn Academy Trust:

Based at Bridgeview / Whitehouse but post holder can provide advice and support to other Venn Academy settings across (currently) three local authorities

### 3. Work closely with External Bodies to the Trust:

Face to face or telephone contact with members of the public  
Social care, CAMHS, School Health and other relevant external agencies

## ORGANISATION CHART:



	Tick relevant level for each category						(if applicable) Supporting Information
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		X					Setting up of equipment at events.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X					Home visits might bring occasional uncomfortable working conditions
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.				X			Frequent exposure to emotionally challenging information





# PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements

TICK RELEVANT COLUMN

LIST CODE/S\*

identified as desirable are used for recruitment purposes only.

\*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation

	ESSENTIAL	DESIRABLE	
<b>01. Qualifications:</b>			
1.1 Good standard of education to include English and Maths at GCSE (or equivalent) at grade C or above	X		AF
1.2 Relevant Safeguarding training i.e. train the trainer, FGM, etc.	X		AF
1.3 Degree or equivalent experience	X		AF/I
<b>02. Relevant Experience:</b>			
2.1 Relevant personal and professional development	X		AF/I
2.2 Safeguarding Level 1	X		AF/I
2.3 Knowledge of educational legislation, guidance and legal requirements	X		AF/I
2.4 Extensive experience working at a senior level in the realms of safeguarding and welfare	X		AF
2.5 Experience in safeguarding in education		X	AF
<b>03. Skills (including thinking challenge / mental demands):</b>			
3.1 Motivation to work with children and young people	X		I/R
3.2 Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		I/R
3.3 Demonstrate knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils / students and families	X		I/R
3.4 Demonstrate knowledge of the principles involved in giving advice and guidance to children / young people, including the place of confidentiality	X		I/R
3.5 Ability to maintain student records and write other short reports as required	X		I/R
3.6 Ability to record and produce minutes from safeguarding meetings	X		I/R
3.7 Ability to work on one's own initiative, balance competing priorities and organise a work schedule	X		I/R
3.8 An understanding of ECAF, the 'Early Help' process and referral process to social care	X		I/R
3.9 An ability to coach and develop the Safeguarding and Welfare Officers, and other relevant staff sharing knowledge and expertise as appropriate	X		I
3.10 To have a positive attitude to personal development and training	X		I/R

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<b>identified as desirable are used for recruitment purposes only.</b>			
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3.11 Organising their time and working to meet deadlines	X		I/R
3.12 To have an openness to learning and change	X		I/R
<b>04. Knowledge:</b>			
4.1 A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		I
4.2 Knowledge of Schools Information Systems (SIMS)	X		I
4.3 Knowledge of 'Framework for the Assessment of Children in Need and their Families'	X		I
4.4 Knowledge of safeguarding and behaviour procedures within the Trust	X		I
4.5 Working knowledge of complex issues surrounding vulnerable families and relevant agencies to support them	X		I
<b>05. Interpersonal / Communication Skills:</b>			
<b>05.1 Verbal Skills:</b>			
5.11 Ability to establish professional, effective working relationships with a range of partners / colleagues and children and young people	X		I/R
5.12 Have good interpersonal skills	X		I/R
5.13 To be a person of integrity and to be able to maintain confidentiality	X		I
5.14 Organising meetings	X		I
5.15 To be able to remain impartial	X		I
<b>05.2 Written Skills:</b>			
5.21 Writing agendas and accurate concise minutes	X		AF/I
5.22 Record keeping, information retrieval and dissemination of data / documentation, to the relevant people	X		AF/I
5.23 Good writing skills including ICT and keyboarding skills	X		AF/I
<b>06. Other:</b>			
6.1 Flexibility and have excellent communication and organisation skills	X		AF/I

## PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements

TICK RELEVANT COLUMN

LIST CODE/S\*

	ESSENTIAL	DESIRABLE	HO WI DEN TIFI ED
<b>identified as desirable are used for recruitment purposes only.</b> *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation			
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process</b>			
<b>07. Additional Requirements:</b>		N/A	
N/A			
<b>08. Disclosure of Criminal Record:</b>			
8.1 The successful candidate's appointment will be subject to the Academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service	X		DBS DISCLOSURE
8.2 If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record	X		AF (after short listing)
8.3 If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only		N/A	AF (after short listing)