

**Role Title:** Director of Safeguarding, Attendance and Behaviour

**Salary Range:** L16 – L21

**Reporting to:** Deputy CEO

**Responsible for:** Trust safeguarding, Behaviour, Attendance Strategy

#### **Our Values:**

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.

#### **Purpose of the Role**

The Director of Safeguarding, Attendance and Behaviour is a senior Trust leader with strategic responsibility and full oversight for safeguarding, behaviour, attendance and pastoral practice across the Trust. The postholder provides executive leadership, professional accountability and assurance to ensure that inclusive practice is embedded consistently, statutory duties are met and the Trust's most vulnerable pupils are safeguarded, supported and enabled to thrive.

#### **Trust-wide Strategic Leadership and Oversight**

- Lead the strategic development, implementation and evaluation of the Trust's safeguarding, behaviour and attendance strategy aligned to the Trust Five-Year Plan.
- Set and communicate Trust-wide standards, expectations and priorities for safeguarding, behaviour and attendance and pastoral practice.
- Hold academy leaders to account for impact and effectiveness through challenge, support and escalation.
- Act as the Trust's professional authority on safeguarding, behaviour and attendance -related matters, advising the CEO, Executive Team and Board.
- Maintain strategic oversight of Trust-level risk, identifying and mitigating emerging concerns.

## **Safeguarding – Strategic Lead**

- Provide Trust-wide strategic leadership for safeguarding and child protection
- Ensure full compliance with statutory guidance including KCSIE
- Lead safeguarding assurance, audits and thematic reviews
- Report safeguarding risks, patterns and assurance directly to Trustees

## **Attendance – Strategic Oversight**

- Lead Trust attendance strategy and account for its impact
- Oversee Trust-wide attendance data and associated safeguarding risks
- Engage at strategic level with local authorities and external partners

## **Behaviour, Pastoral Care and Culture**

- Provide strategic leadership for behaviour and pastoral frameworks
- Oversee trends in suspensions and exclusions and direct Trust intervention where needed
- Ensure behaviour systems support safeguarding, inclusion and engagement

## **Inclusion and Vulnerable Learners**

- Provide Trust-level oversight for admissions and reintegrations
- Oversee quality and strategic use of alternative provision
- Oversee the use of reduced timetables and ensure compliance and correct use
- Ensure equity of outcomes is monitored and addressed at Trust level

## **Monitoring, Assurance and Reporting**

- Provide evaluative reports to the Executive Leadership Team and Trust Board
- Ensure Trustees receive clear assurance regarding safeguarding and inclusion risks
- Lead Trust preparation for Ofsted and external scrutiny in this area

## **Safeguarding Statement**

- Wave Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The Director of Safeguarding, Attendance and Behaviour holds strategic accountability for ensuring this commitment is embedded, monitored and assured across the Trust.

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

- Establishing constructive relationships and communicating with other agencies & professionals

### **Trust-wide organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision

### **Health and safety**

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe
- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act, ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

### **Professional development**

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the Trust's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside Wave
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the education community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by line manager.

Wave Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

**Person Specification**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> <li>Leadership experience in mainstream, special, alternative provision or medical education settings.</li> <li>Minimum of two years' experience as a Designated Safeguarding Lead with a strong track record of effective safeguarding leadership</li> <li>Demonstrable experience of designing, implementing and evaluating safeguarding strategy across multiple settings.</li> <li>Strong understanding of the needs of vulnerable pupils, including those subject to Child Protection, CIN or Early Help plans.</li> <li>Experience of leading on behaviour, attendance, pastoral care or inclusion at a whole-school or trust-level.</li> <li>Experience of holding senior leaders to account for safeguarding, attendance, behaviour and inclusion outcomes.</li> <li>Strong understanding of the challenges facing pupils today, including contextual safeguarding, online risk, SEND needs, and social/emotional vulnerabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting children with social communication needs, SEMH, autism and other complex needs.</li> <li>Experience working successfully with disaffected or disengaged young people in specialist or mainstream settings.</li> <li>Experience contributing to Trust-wide strategy or system-level improvement.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>NPQSL or NPQH or equivalent</li> <li>A relevant degree</li> </ul>	<ul style="list-style-type: none"> <li>QTS</li> <li>Further qualification relevant to post.</li> </ul>
Special Knowledge and Skills	<ul style="list-style-type: none"> <li>Deep and current knowledge of statutory safeguarding requirements, including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of national and regional SEND/AP reforms and their implications for Trust strategy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to analyse complex safeguarding, behaviour and attendance data to identify Trust-level trends, risks and required interventions.</li> <li>• Strong ability to challenge, support and influence senior leaders to secure improved outcomes.</li> <li>• Knowledge of effective behaviour and attendance frameworks, early intervention strategies, and the relationship between inclusion and safeguarding.</li> <li>• Ability to lead and assure safeguarding audits, reviews and Trust-wide quality assurance processes.</li> <li>• Excellent communication, report-writing and presentation skills, including for Trustees and external scrutiny.</li> <li>• Ability to build effective relationships with external agencies, local authorities, and multi-disciplinary partners.</li> <li>• Strong understanding of alternative provision, reduced timetables, risk assessment and compliance expectations.</li> </ul>	
Any Additional Factors	<ul style="list-style-type: none"> <li>• Regular access to a car.</li> <li>• Current driving licence.</li> <li>• Motor insurance certificate with Business use.</li> </ul>	