



**Director of
Safeguarding &
Attendance**



Dear Applicant,

I am delighted to share this recruitment booklet for the post of Director of Safeguarding and Attendance at Thrive Co-operative Learning Trust.

We are seeking an outstanding Director of Safeguarding and Attendance to join our Executive Team. This pivotal role will help shape the future of safeguarding and attendance across Thrive Co-operative Learning Trust.

As an integral member of the Executive Team, you will have the opportunity to shape our safeguarding and attendance strategy practices, foster continuous improvement and drive forward standards of excellence. We are looking for someone who can inspire and influence and who is committed to nurturing a culture of safeguarding, inclusivity and collaboration.

If the challenge of transforming lives excites you and you are ready to contribute to our mission *to inspire pupils to thrive in life* we warmly encourage you to apply.

Additional information is included in this recruitment pack to help you understand more about us. If you would like an informal discussion with me in relation to the role prior to applying please contact Helen Harrison, Senior Executive Assistant and Governance Professional, 01482 496711 or harrisonh@thrivetrust.uk who will arrange for a suitable time.

Thank you for your interest in the post of Director of Safeguarding and Attendance at Thrive Co-operative Learning Trust.



Jonathan Roe
CEO



Welcome from Thrive Co-operative Learning Trust Chair of the Trust Board, Ken Battye

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.



Our Values



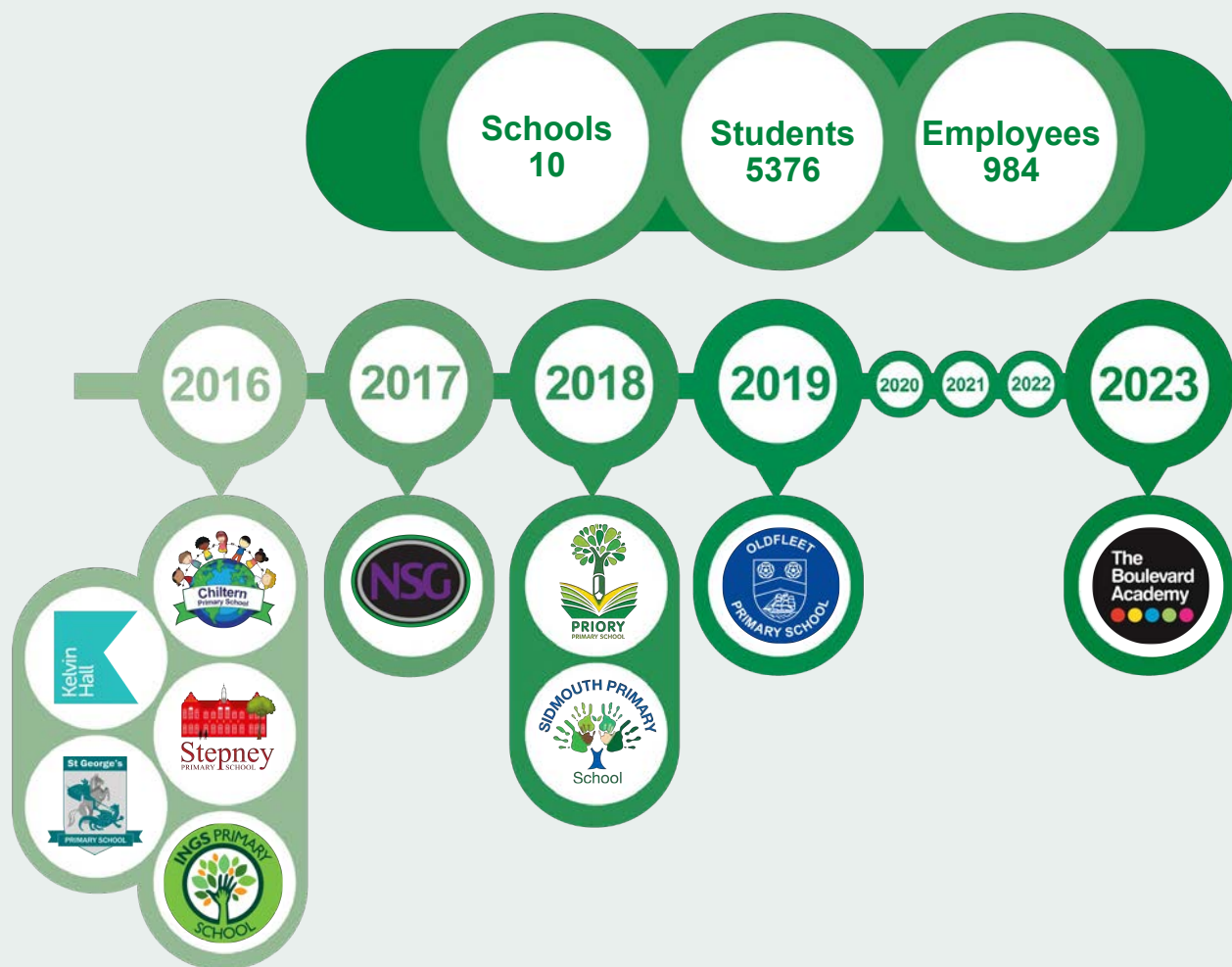
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here...



Our Journey so far...

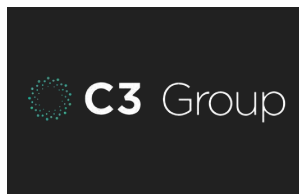


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools

Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Director of Safeguarding & Attendance
Salary: Grade 13 SCP 48-51 £62,861-£ 66,869
Hours: 37 hours per week, all year round
Flexible hybrid working with regular travel to our schools.
Permanent
September 2025

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Thrive Co-operative Learning Trust is seeking an outstanding Director of Safeguarding and Attendance to join our Executive Team. This key leadership position offers a unique opportunity to shape and implement safeguarding and attendance strategy and practices throughout the Trust. As an integral member of the Executive Team, you will champion continuous improvement and set new standards of excellence. We're looking for an inspirational leader committed to cultivating a culture of safety, inclusivity, and collaboration.

What we offer:

Flexible, hybrid working
Work mobile phone & laptop
Cycle to Work scheme
Commitment to ongoing training and development.
Opportunity to join the Local Government Pension Scheme (LGPS)
Generous holiday allowance 28 days, plus bank holidays and 3 concessionary days rising to 31 days after 5 years' service and 34 days after 10 years' service.

Closing date: Monday 7th July 2025, 9 am

Interview date: Friday 11th July 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. **Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging. Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our schools.



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Job Description

Post Title	Director of Safeguarding & Attendance
Grade	13
Location	Executive Team
Reporting to	CEO

Purpose of Role

The primary purpose of the role is to ensure that alongside school and Trust leaders, the Trust delivers strategic and operational excellence in all matters relating to the management of safeguarding and attendance within its schools and is compliant with all current legal and regulatory requirements.

Key Responsibilities

- Strategically lead on all aspects of safeguarding across the organisation, ensuring a strong culture of safeguarding is prioritised in all schools and risk is effectively managed and reduced.
- Strategically lead the effective implementation of a trust-wide pupil attendance strategy which supports and improves attendance and meets all statutory requirements.
- Ensure all regulatory standards in aspects relating to safeguarding are maintained, providing school staff, Trust leaders and Trustees updates on any changes to practice in safeguarding compliance.
- Provide support, guidance, information and training to staff and relevant stakeholders volunteers and stakeholders with safeguarding and attendance related responsibilities to enable quality improvement in schools and across the Trust.

Safeguarding

- Develop and implement a safeguarding strategic plan for the Trust.
- Ensure Thrive schools and the wider Trust have the appropriate capacity, skills and expertise to meet statutory requirements in regard to safeguarding and other related aspects.
- Provide advice and guidance to Thrive schools on complex safeguarding and child protection issues that require escalation and/or multi-agency working.
- To facilitate partnership working with other key safeguarding stakeholders.
- Lead cases involving the Local Authority Designated Officer (LADO) in the management of allegations.
- Lead a network of DSLs , maintaining a high profile across the Trust and to be a key point of contact for DSLs, providing critical advice, guidance and support.
- Provide or facilitate safeguarding supervision across the Trust.
- Conduct full safeguarding audits at individual schools, offering constructive feedback on both compliance as well as the development of a safeguarding culture.
- Develop individual safeguarding development plans that sit within the Trust's vision for excellent safeguarding practice.
- Identify any safeguarding risks, rating these in terms of severity and likelihood and ensure necessary action is taken by schools, providing reports to LGBs, Trustees and the Executive Team.
- Oversee the effective implementation of positive handling and physical intervention across all schools and monitor the use of RPIs.

- Provide strategic leadership and oversight of safeguarding and assurance of all off-site provisions (alternative provisions and online learning).
- Oversee and ensure compliance of the Trust and Thrive schools' Single Central Record.

Attendance

- Develop and implement a strategic plan for attendance across the Trust.
- Lead a network of Attendance Champions and share good practice across the Trust.
- Provide support and guidance including on individual cases as required.
- Maintain a high profile in the Trust and be a key point of contact for Attendance Champions.
- Ensure compliance with statutory guidance including Attendance coding.
- Participate in local and national networks and keeping up to date with local, regional and national developments.

Accountability & Reporting

- Evaluate the effectiveness of safeguarding and attendance across Thrive.
- Obtain the necessary safeguarding and attendance data and information across the Trust to produce regular reports for the CEO and Trustees.
- Maintain oversight of suspensions and exclusions data and how these relate to the safeguarding and attendance of children.
- Review, write and implement, co-productively where appropriate, policies, guidance and information relevant to safeguarding and attendance.

Training

- Working with school staff, ensure an appropriate schedule of safeguarding and Attendance training is delivered in schools.
- Deliver and/or commission safeguarding and attendance training for all Thrive colleagues as required, including Governors and Trustees, to ensure compliance with statutory requirements.

Facilitating Effective Collaboration

- Maintain oversight of all quality assurance procedures in relation to safeguarding and attendance, including internal and external audits and peer review processes.
- Forge and maintain highly effective working relationships with all staff, inspiring confidence and trust in your leadership of safeguarding and attendance.
- Develop and maintain excellent relationships with all external stakeholders.
- Represent the trust on safeguarding and attendance at a regional and national level as required.

You may be required to support with any projects across the Trust

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

		E	D	How Identified
Qualifications	Educated to degree level or equivalent	✓		AF
	Relevant child protection and safeguarding training/qualifications	✓		
	GCSE English & Maths grade C/4 or equivalent	✓		
Experience	Safeguarding experience at a strategic organisational level for 2 years minimum	✓		AF, I,R
	Experience of working strategically to address safeguarding/attendance issues across more than one school		✓	
	Proven track record of developing partnerships and relationships with a variety of partners and external authorities	✓		
	Experience of designing and delivering effective training or coaching on safeguarding/attendance	✓		
	Experience of monitoring, evaluating, and improving the quality of provision	✓		
	Experience of supporting schools through Ofsted inspections		✓	
	Experience of policy writing, development and implementation		✓	
	Experience of leading complex investigations relating to safeguarding and reporting to external agencies for example liaison with LADO	✓		
Skills	Motivation to work with children and young people	✓		AF, I,R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to develop processes that encourage the sharing of best practice across more than one school	✓		
	Ability to interpret quantitative and qualitative data and use this analysis to inform planning, support, and challenge	✓		
	Excellent interpersonal and communication skills with the ability to interact effectively with all stakeholders	✓		
	Ability to pursue challenging and rigorous questions and probe explanations	✓		
	Able to manage competing priorities and take effective action to deal with these	✓		
	Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	✓		
	Well-developed influencing skills to change practice via a collaborative approach	✓		

✓		E	D	How Identified
Skills	Able to analyse and deal with complex or difficult situations, with skill and discretion	✓		AF, I R
	Ability to interpret and implement new legislation and directives.	✓		
Personal Qualities	Confident, enthusiastic, motivated and committed, with a passion for protecting and developing children	✓		AF, I R
	Ability to work as part of a team and on own initiative	✓		
	Flexible and solutions focused	✓		
	High levels of resilience			
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with Jonathan Roe, CEO please contact Helen Harrison, Senior Executive Assistant and Governance Professional , 01482 496711 or harrisonh@thrivetrust.uk who will arrange for a suitable time.

How to apply

All applications must be made using the Trust's application form.

Please return your completed application to people@thrivetrust.uk

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