



APPLICANT PACK

Head of Safeguarding & Compliance

Nicholas Postgate Catholic Academy Trust



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Head of Safeguarding and Compliance. As a Catholic trust, we warmly welcome staff and pupils of all faiths to be part of our family of schools.

Safeguarding is at the very heart of our work and underpins our values, our culture and every decision we make. I am delighted that you are considering becoming part of our team.

We are proud to say that safeguarding and compliance across our Trust is well established and deeply embedded in our daily practice. Over the years, we have invested significantly in developing robust systems, clear policies and a culture of vigilance and care. Our safeguarding procedures are not just compliant; they are lived out by dedicated staff at every level who take genuine ownership of keeping our children and young people safe.

This means that whoever steps into this role will not be starting from the beginning. Instead, you'll be joining a Trust where the foundations are strong and where your leadership can make a real difference - refining, strengthening and shaping our next phase of development. You'll work with skilled Designated Safeguarding Leads in our schools, supported by senior leaders who understand and prioritise safeguarding as a shared responsibility.

We are looking for someone who brings expertise, professional curiosity and the confidence to influence and support others. In return, you'll find a Trust that values collaboration, transparency and professional growth. You'll have the opportunity to build on success, and be part of a leadership team that is ambitious for both our pupils and our people.

If you are passionate about safeguarding and compliance and want to contribute to a culture where everyone feels safe, supported and able to thrive, I warmly encourage you to apply.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to recruitment@npcat.org.uk by Friday 7th November 2025, 9am. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Rebecca Chambers, Executive Assistant to the CEO: chambers.r@npcat.org.uk

As mentioned in the advertisement, an enhanced DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Karen Siedle

Interim CEO

Job Advert

Required:	January 2026
Salary:	£54,495 - £58,947 pro rata (actual salary: £50,701 - £54,843) Flexibility dependent on experience
Hours:	37 per week, Term Time only plus 4 weeks
Contract Type:	Permanent
Location:	Nicholas Postgate Catholic Academy Trust, Postgate House, Saltersgill Avenue, Middlesbrough, TS4 3JP

Nicholas Postgate Catholic Academy Trust is a family of 32 primary schools, 6 secondary schools and 2 Sixth Form colleges. With 12,300 pupils and 1,600 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

We are seeking to appoint a dynamic and experienced Head of Safeguarding and Compliance to provide strategic leadership and direction across all our schools, from early years through to post-16 provision.

This is a key leadership role, ensuring our Trust maintains the highest standards of safeguarding practice and pastoral support in line with statutory requirements and the mission of NPCAT.

The successful candidate will have:

- Extensive experience in safeguarding leadership, ideally within a multi-agency.
- A deep understanding of current safeguarding legislation, statutory guidance, and best practice.
- Strong knowledge of Early Help, multi-agency working and pastoral care systems.
- A proven ability to lead, influence and support colleagues across multiple schools, ensuring a consistent culture of vigilance and care.
- Excellent communication, analytical, and organisational skills, with the capacity to manage complex information and make informed decisions.
- A commitment to upholding and promoting the values and ethos of a Catholic education environment.

What we offer:

- The opportunity to shape, lead and influence safeguarding strategy and compliance across a family of schools, driving continuous improvement and best practice.
- A Trust that places children's safety, welfare, and spiritual formation at the heart of everything it does, reflecting our mission to educate with love, integrity, and faith.
- A collaborative and supportive Trust team, working closely with school leaders and central staff to ensure safeguarding excellence across all settings.
- Commitment to professional development and leadership progression.

Closing date: Friday 7th November 2025, 9am

Interview date: to be confirmed

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.



Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Head of Safeguarding and Compliance

Grade: P SCP 43-47

Responsible to: Assistant Chief Executive

Job Purpose

- Provide strategic direction for Safeguarding across all schools within NPCAT.
- Establish consistent and collaborative working practice, ensuring that all schools meet the statutory expectations and that of Nicholas Postgate Catholic Academy Trust.
- Ensure the delivery of effective safeguarding and pastoral support for all children from early years' provision through to post 16.
- Promote early intervention practice working within a multi-agency framework identified through use of the Early Help Assessment Framework.
- Lead the coordination and development of safeguarding procedures across the Trust, having particular regard to Keeping Children Safe in Education and Prevent.
- Provide line management for the Trust Safeguarding Partners.
- Lead on the implementation of the NPCAT Complaints policy and procedure.
- Lead on the implementation of the NPCAT GDPR.

Main Responsibilities

Safeguarding:

- Through a systematic approach to quality assurance, ensure all NPCAT schools are safeguarding compliant.
- Ensure NPCAT staff are fully equipped with the high quality CPD in order to meet statutory expectations.
- Ensure there is a consistent safeguarding and child protection policy and procedures which are reviewed and updated regularly.
- Liaise with school DSLs and safeguarding partners to ensure there is accurate, confidential and up-to-date documentation on all cases, with an awareness of the number of caseloads each school has each term.
- Ensure there is effective use of CPOMS in all schools.
- Ensure there is continuous training for all staff on Keeping Children Safe in Education and Prevent.

- Review services for children and families through collaborative working with external agencies.
- Lead on ensuring consistent and compliant processes for managing allegations against staff and volunteers across all NPCAT schools, in line with statutory guidance and Trust policy.
- Act as the Trust's point of coordination for all LADO referrals, ensuring that cases are reported promptly, handled sensitively, and monitored to resolution.
- Provide advice and oversight to Designated Safeguarding Leads (DSLs) and Headteachers on LADO procedures, ensuring timely consultation and appropriate escalation.
- Liaise with HR and external agencies as appropriate to ensure a coordinated approach to case management and staff welfare during investigations.
- To act as a source of support, advice and expertise to staff on matters of safeguarding.
- Provide networks for NPCAT to learn from shared practice
- Ensure there are processes in place to assist in the transition of children that are currently working with multi-agencies.
- Encourage a culture of listening to children and young people taking into account their wishes and feelings so that measures may be put in place to protect them.
- Maintain confidentiality at all times and be aware of data protection and the sharing and storage of information .
- Produce reports for the Board of Directors and School standards team.

Support for Children and Families:

- Monitor the effectiveness of safeguarding and pastoral teams to ensure children access appropriate educational opportunities through a range of targeted interventions, including Early Help, family support, group work, and signposting to external services.
- Provide and promote non-judgemental, accessible support for children, young people, and families in school, at home and within the community.
- Develop and implement arrangements that enable children and families to become confident, independent learners, with a strong focus on emotional wellbeing and resilience.
- Work collaboratively with statutory and voluntary agencies to deliver coordinated, high-quality support ensuring compliance with legal frameworks, Early Help processes and multi-agency safeguarding requirements.
- Represent the interests of NPCAT at multi-agency events.
- Ensure equality of opportunity and inclusion in all aspects of service delivery, embedding the aims of the Equality Policy and amplifying the voice of the child in decision-making.
- Provide oversight of systems that identify and support vulnerable pupils, including young carers and those at transition points, ensuring effective planning and continuity of care.

Strategy, Systems & Communication:

- Promote integrated, collaborative working across all partner agencies and NPCAT schools.
- Lead on communication systems that strengthen parent-child-school relationships and act as the Trust's contact for safeguarding queries or complaints.
- Engage parents, carers, and young people through consultation to inform service development.
- Monitor and evaluate Early Help and *Signs of Safety* practices within performance frameworks.
- Contribute to policy development, trend analysis and strategic planning for future safeguarding and pastoral needs.
- Maintain data protection, confidentiality and information security standards.
- Work flexibly across multiple sites, occasionally outside standard hours, to meet operational needs.
- Oversee complaints procedures and investigations in line with policy.
- Lead on subject access requests and FOI requests.

Personal & Professional:

- Ensure there is regular training and sharing of effective working practises across all schools.
- Ensure there is the induction, coaching and specialist mentoring of pastoral and safeguarding staff.
- To attend training and development opportunities as appropriate.
- Undertake annual appraisal in accordance with policy
- Achievement of individual targets within the annual Appraisal Review process.
- Develop positive working practices and a shared sense of purpose between staff working within pastoral teams.
- Be aware of and implement health and safety responsibilities as an employee.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Undertake any other duty as specified by Nicholas Postgate Catholic Academy Trust, not mentioned in the above.
- To act in a consultant role for other schools, to be agreed by the Assistant Chief Executive

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive

approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

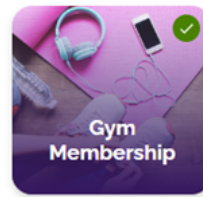
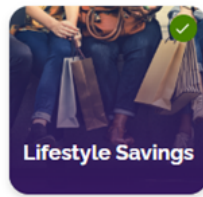
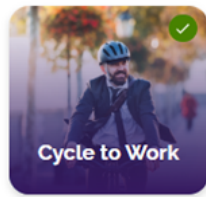
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Training	E1	Relevant child protection and safeguarding training/qualifications	D1	A relevant counselling or mentoring qualification
	E2	Designated Safeguarding Lead Training Course or equivalent or willingness to undertake refresher training		
Experience	E3	Experience of working strategically to address safeguarding issues within an organisation.	D2	Experience of working effectively with children and young people
	E4	Experience of leading or supporting safeguarding responsibilities within an organisation.	D3	Experience of working with people at times of distress or conflict
	E5	Experience of support work, audit and evaluation.		
	E6	Experience of working alongside individuals who work with children, young people and volunteers and a good understanding of how to ensure they are effectively managed and supported.		
	E7	Proven track record of developing partnerships and relationships with a variety of partners and external authorities.		
	E8	Experienced in designing and delivering effective training.		
Knowledge & Skills	E9	In-depth knowledge and understanding of relevant statutory guidance including 'Keeping Children Safe in Education', 'Working Together to Safeguard Children'	D4	Understanding of the education sector in relation to safeguarding practices.
	E10	Broad and deep understanding of safeguarding, child protection, work with children and young people and understanding of best practice to share this across the system		

	E11	A commitment to learn essential knowledge quickly of the education sector.		
	E12	A good knowledge of the legal framework surrounding safeguarding of children including local safeguarding arrangements		
	E13	Knowledge of the relevant agency support networks, both nationally and locally		
Personal Characteristics	E14	Excellent interpersonal skills with the ability to interact effectively with colleagues and families and build relationships or interact with external organisations.		
Special Requirements	E15	Suitable to work with children/young people		
	E16	Commitment to the Catholic ethos and aims of the Academy Trust		
	E17	Ability to travel regularly between schools within the Multi Academy Trust.		
	E18	Availability outside of working hours where necessary		

Why work for us?



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Rebecca Chambers, Executive Assistant to the CEO: chambers.r@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

