



Recruitment Pack

Head of Safeguarding





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Welcome from Katy Cox

Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

Welcome from Angela Ager

Chair of the Board of Directors

Dear Applicant

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully

Angela Ager (Chair of Directors)

Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

Faith: To nurture our belief in God.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

Service: To live out the responsibilities of our faith by serving others.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



Job Advert

Head of Safeguarding

37 hours per week, Term Time Only plus 15 days

Grade 12, SCP 43 - 48

Responsible to: Catholic Senior Executive Leader

**Main Location: Romero Central Office with
travel to other sites**

Required to commence 1st November 2024

As Trust Head of Safeguarding, you will play a pivotal role in driving a diligent culture of safeguarding across all aspects of the Trust's work, further establishing, and maintaining, a culture of safeguarding that is exemplary, both within and across the trust and in each of our schools. Working closely with the CSEL, Directors of Education, Headteachers and School Designated Safeguarding Leads, you will contribute to the strategic objectives of the trust via your first-class leadership of all strategic plans that aim to ensure that our students and staff are safe and happy.

You will be the Designated Safeguarding Lead for the trust and will work closely with our school-based safeguarding teams; through your skilled leadership you will establish high quality working relationships with these colleagues and together you will ensure that our trust and schools are judged as providing an outstanding safeguarding culture as part of future inspections.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com.

Full details and application forms are available from our website:
www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing date: Friday 27th September 2024 @ 12noon
Shortlisting date: Monday 30th September 2024
Interview date: Thursday 3rd October 2024



Head of Safeguarding

Job Description

A key element of this role will be finding the correct balance between accountability and support.

Core Responsibility

The primary purpose of this role is to ensure that safeguarding practices in their widest definition across the Romero Catholic Academy Trust are effective and that all members of the Trust family are confident in safeguarding systems and processes with full awareness of their role and the roles of others in keeping all children and colleagues safe from harm.

Culture and Ethos

The strategic direction and development of the school stems from the educational mission of the Church. The Head of Safeguarding will ensure that his/her leadership demonstrates commitment to promoting the Trust's distinctive Catholic identity through the search for excellence in all areas of this work.

Policy and Procedure

- To drive a diligent culture of safeguarding across all aspects of the Trust's work;
- Be the strategic lead for all aspects of safeguarding for the trust, maintaining an oversight of the development and implementation of safeguarding policies across all academies to ensure they are legally compliant and meet our statutory responsibilities;
- Oversee & ensure the appropriate implementation and compliance with statutory duties in relation to the recording and storage of information regarding safeguarding matters;
- Be a key point of advice for Directors, executive leaders, and senior leaders to ensure a high standard of decision making in relation to safeguarding matters;
- Evaluate national guidance and reports relating to safeguarding, as well as internal trends and consider developments that will improve the culture of safeguarding across the trust, advising executive leaders and senior leaders across the trust as appropriate.

Facilitating Effective Collaboration

- Maintain oversight of all quality assurance procedures in relation to safeguarding, including internal and external audits and peer review processes;
- Forge and maintain highly effective working relationships with executive and senior leaders, inspiring confidence, and trust in your leadership of safeguarding;
- Develop and maintain excellent relationships with the various Local Authority Safeguarding teams, based on the principle that the Trust is a guardian of children and young people from the Diocese of Salford and surrounding local authorities.

Accountability and Reporting

- Undertake due diligence activity to evaluate the effectiveness of safeguarding for any new school joining Romero CAT;
- Facilitate trust-wide procedures to gather, analyse and respond to views of students, parents, staff and governors/Directors regarding safeguarding across the Trust;
- Responsible for the preparation and presentation of safeguarding reports to LGBs and the Trust Board as appropriate.

Training

- Undertake any training as required in order to carry out the role of Head of Safeguarding effectively and in line with statutory requirements;
- In partnership with Headteachers and Designated Safeguarding Leads in all schools, ensure an appropriate schedule of staff training is implemented and ensure accurate records are kept of staff training across all schools, to ensure these are compliant with statutory requirements;
- Deliver/co-ordinate safeguarding training for Trust professionals and school leaders, governors, Directors, as required, to ensure compliance with statutory requirements;
- Lead on Trust safeguarding inductions for new staff joining the Central Team, and/or across the schools as required.

Safeguarding

- To commission / deliver training to DSLs, Trustees and Local Governing Bodies and senior staff; ensure academies have an appropriate programme of training in place for staff; and disseminate regular updates;
- To represent the Trust by liaising with external agencies, colleagues and multi-agency teams as required;
- To analyse data across the Trust, collating and identifying trends and provide reports for Trustees, Directors, Strategic Leadership and LGB's;
- To lead networks for DSLs and facilitate supervision across the Trust;
- To follow up Safeguarding Case reviews or H+S investigations actions as required;
- To maintain a high profile in the Trust and be a key point of contact for DSLs.

Mental health

- Promoting good mental health and emotional wellbeing for staff and students alike.

Specialist Provision

- Strategic leadership of safeguarding and assurance of all off-site specialist provisions for Romero students, including oversight of all commissioned places as specialist provisions;
- Development of effective working relationships with all external providers of specialist provisions to ensure students referred from the Trust engage and achieve with an appropriate curriculum offer;
- With school DSLs, undertake due diligence activity for any proposed new provider of specialist provision, ensuring all necessary safeguarding checks are completed to ensure safe placement for students;
- Oversee school level quality assurance of all provisions where places are commissioned for Romero CAT students;
- Report on quality assurance and impact to the Board of Directors as required.

General responsibilities

- Undertake any investigation into staff conduct as required, particularly in relation to breaches of safeguarding;
- In addition, advise and work closely with senior leaders tasked with undertaking investigations in to conduct and behaviour of employees of the Trust;
- Pay due regard to confidentiality and the protection of data that is protected by law;
- Support staffing capacity to provide effective supervision in schools as required, in keeping with our duty to safeguard children;
- Undertake any reasonable activity relating to school standards as requested by the CSEL, Directors of Education and Trust Board.

Other

The above list is not exclusive or exhaustive. Romero CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support Romero CAT's responsibilities towards safeguarding.

Method of Working

Romero Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and Romero CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Romero CAT communications. All staff are required to maintain confidentiality as required.

Head of Safeguarding

Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I) Reference (R) Test (T)
Faith Commitment		
Practising Catholic	D	A/R
Involvement in parish community	D	A/R
Faith reference from Parish Priest	D	A/R
Qualifications and Training		
Relevant degree or equivalent qualification relating to one or more of the following: Health and Social Care, Social Work, Children and Families, Psychology and Counselling	E	A
Advanced training and qualifications in safeguarding	E	A
Masters' degree or further qualification relating to one or more of the following: Health and Social Care, Social Work, Children and Families, Psychology and Counselling	D	A
Evidence of continued professional development	E	A
Commitment to ongoing professional development	E	A/I
Knowledge and Experience		
Possess knowledge of Keeping Children Safe in Education and Working Together to Safeguard Children	E	A/I/R
Be committed to keeping up to date with current thinking and future developments in the areas of safeguarding and child protection.	E	A/I/R
Leading teams, setting clear performance measures and proactively tackling issues of concern	E	A/I
Extensive experience in preventing, detecting and responding to abuse and exploitation, and managing related teams	E	A/I
Possess knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	E	A/I
Possess knowledge, understanding and commitment to safeguarding and promoting the welfare of students, with a very good understanding of online issues and prevent	E	A/I
Lead on child protection procedures/in depth knowledge of relevant legislation, guidance, policy, procedures, and good practice in respect of children	E	A/I
Undertaking safeguarding duties in a school/education or partner agency setting	E	A/I/R

Case management and investigative work	E	A/I
Experience in leading safeguarding, preferably within an educational setting, with a clear track record in securing a strong culture of safeguarding	E	A/I/R
A good working knowledge of the Ofsted inspection Framework, including its focus on the quality of education and safeguarding as it applies to schools and alternative provisions	E	A/I
Experience of working at senior/middle leadership level with a proven track record of high standards and impact on organisational performance	E	A/I/R
Experience in communicating clearly; both orally and in writing, to a range of audiences including children and young people, parents, staff and external partners	E	A/I
To be professionally assertive, clear thinking, able to negotiate and reach agreement	E	A/I
Experience of building effective working relationships with colleagues (across the Trust and with external agencies), students and their families	E	A/I
Be able to evaluate own performance	E	A/I
Be able to respond to enquiries and complete concise and complex reports in a timely manner	E	A/I
Be able to maintain accurate and comprehensive records and ensure their confidentiality	E	A/I
Be able to engage with and motivate young people by establishing empathic and supporting working relationships	E	A/I
Be able to work effectively as part of a team to reach agreed targets and outcomes for young people	E	A/I

Experienced in the process of investigation into staff conduct, or a keen willingness to undertake training in this regard	D	A/I
Skills and Abilities		
Excellent presentation and report writing skills	E	A/I/T
Ability to communicate effectively to a range of audiences including children, families, colleagues, schools and external multi-agency organisations	E	A/I/T
Ability to maintain confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E	A/I
Be self-motivated and persistent	E	A/I
Be able to motivate others, galvanizing them around a common purpose	E	A/I
Be able to engage key stakeholders to facilitate change, development and ongoing improvement	E	A/I
Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships, with the ability to lead, influence, empower and manage change.	E	A/I
Be committed to leadership by example	E	A/I
Be able to coach, develop and support staff	E	A/I
Possess personal leadership skills in networking with a range of other providers in other sectors and institutions	E	A/I
Possess strong interpersonal skills and ability to work well under pressure, delegate, plan and manage time effectively	E	A/I
Possess personal resilience and the ability to maintain staff morale at times of pressure and change	E	A/I
Characteristics		
Self-motivated, hardworking and resilient	E	I
Sense of humour, warmth and optimism	E	I

Open, honest, humble and approachable	E	I
Innovative and creative	E	I
Willingness to be flexible and work to meet the best interest of the Trust	E	I
Able to support, guide, challenge and influence their key peer group	E	I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	CSEL	Date:
		August 2024

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Attendance

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

How to apply

If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com

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 **Romero**
Catholic Academy Trust