

National Safeguarding Manager Job Application Pack

Permanent, full time

Salary: PO7, points 46 - 49 £61,684 - £64,934 p/a



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Welcome from Caroline Oliver, Regional Director and Trust Safeguarding Lead

I am delighted that you have taken the step of reading this job pack and would like to thank you for taking the time to explore your interest in the role of National Safeguarding Manager.

The role is designed to build on the strong safeguarding practices already in place across the Trust and will be an integral part of developing the central support we provide to our schools.

We are a small but experienced, collaborative central Trust team and are fortunate enough to work alongside high calibre central colleagues and school leaders. We work hard in a joint venture to improve the education and life chances of children and young people through what we do. Safeguarding has a significant contribution to make in this and we are excited for the right person to join us in delivering that mission!

I hope the information provided helps you understand more about The Elliot Foundation Academies Trust, the central teams and the specific vacancy of National Safeguarding Manager.

Details of how to apply for the role can be found below. If you wish to discuss the role informally with me, then please contact us at recruitment@elliotfoundation.co.uk.

We look forward to hearing from you.



Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 36 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and the staff and children in our care, we will take you as far and sometimes further than you believed possible. I look forward to working with you.





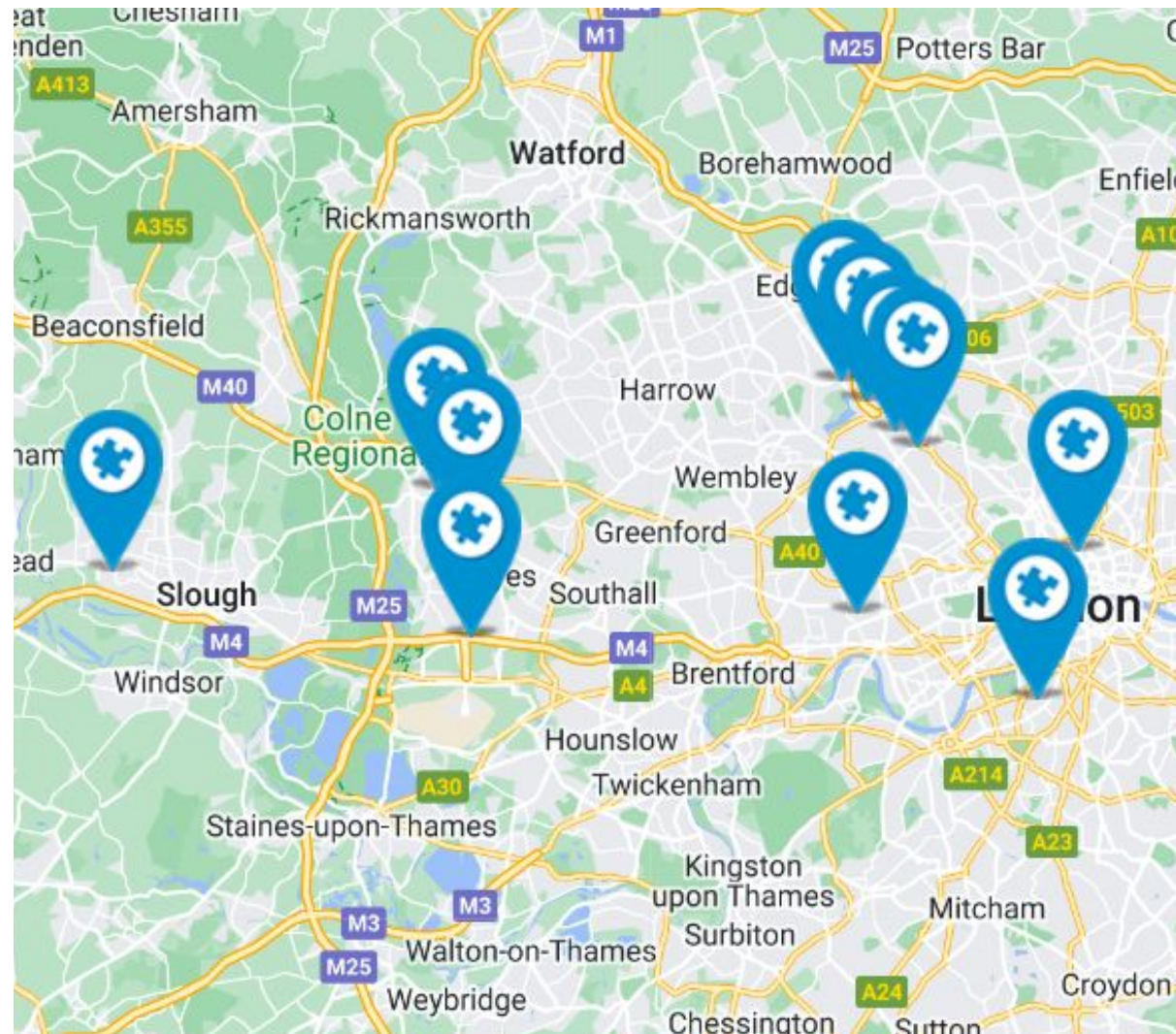
The Elliot Foundation Academies Trust Academies and Clusters

TEFAT Academies and Clusters

London Cluster

London

Childs Hill Primary School
 Cippenham Primary School
 Claremont Primary School
 Greenside Primary School
 Griffin Primary School
 Hillingdon Primary School
 The Hyde Primary School
 John Locke Academy
 Parkfield Primary School
 Pinkwell Primary School



TEFAT Academies and Clusters

East Anglia Cluster



East Anglia

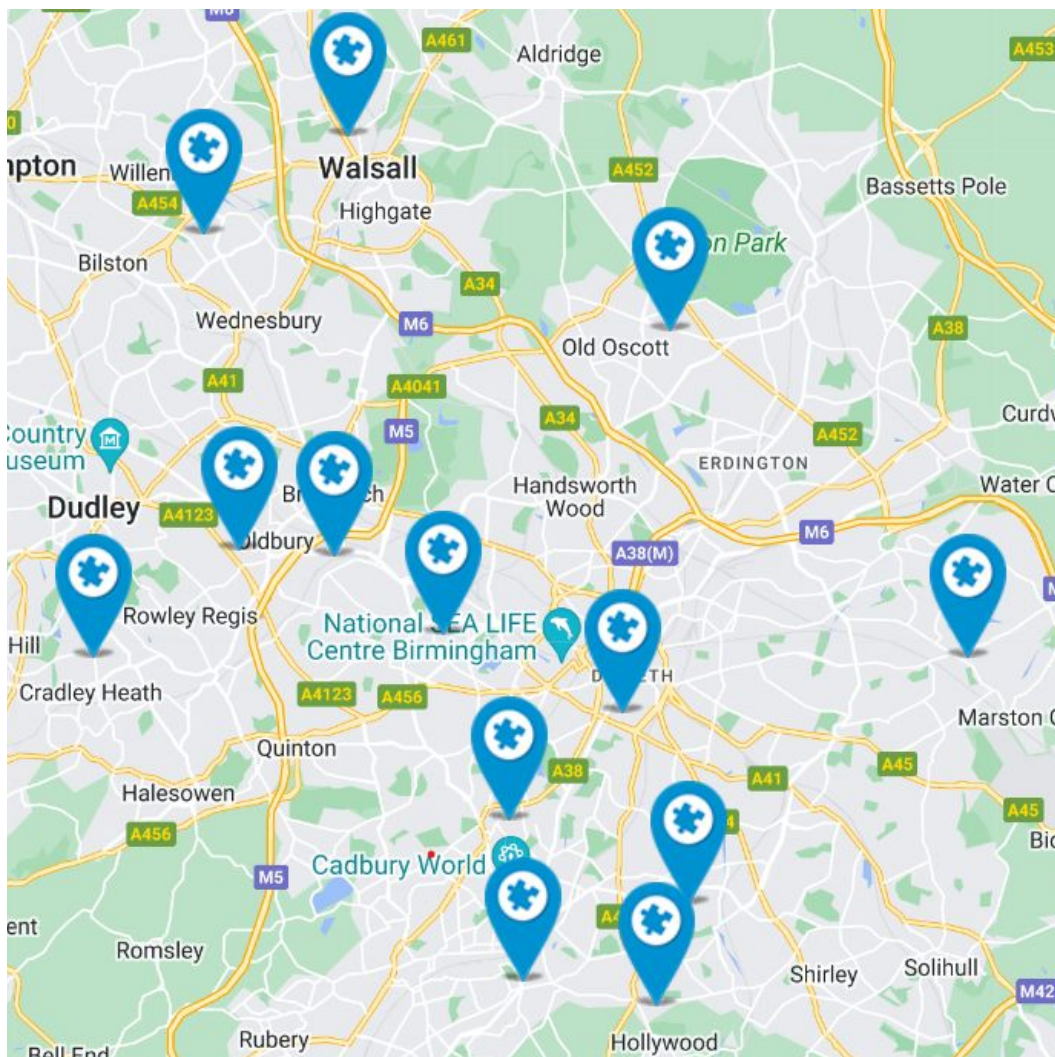
Cavalry Primary School
Elm Road Primary School
Eyrescroft Primary School
Highlees Primary School
Millfield Primary School
Nene Infant School
Ramnoth Junior School
Ramsey Spinning Infant School
Ramsey Junior School
Westwood Primary School

TEFAT Academies and Clusters

West Midlands Cluster

West Midlands

Billesley Primary School
Chandos Primary School
Croft Academy
George Betts Primary School
Hollywood Primary School
Kings Norton Junior and Infant School
Kings Rise Academy
Netherbrook Primary School
Peterbrook Primary School
Rounds Green Primary School
Rowley Hall Primary School
Shireland Hall Primary School
Shirestone Academy
Tiverton Academy
Valley Primary School
Woods Bank Academy



Growth and Partnerships

Future Growth



Formal education partner of The Hujjat Primary School and plans to welcome additional schools to the Trust in the West Midlands cluster over the coming months.

Billesley Research School



Part of the Education Endowment Foundation (EEF) Research Schools Network, designed to create a network of schools supporting the use of evidence to improve teaching practice.

Creativity Collaborates



Appointed by Arts Council England, as a lead school for the Creativity Collaboratives pilot for the West Midlands and East Anglia.

Rackets Cubed



Integrated sports, education and nutrition programmes for children. Community Box Programme of food and essentials to families in need.

TEFAT Values

1. Put children first



- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe



- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all



- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open



- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive



- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference



- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others



Staff Learning and Development



Schools are all about learning; we aim to impart knowledge, build skills and develop social skills that will help all children thrive. Every person in our Trust enables this to happen and we want to ensure that YOU also receive the support to do all of the above in your role.

We don't want you to have just a job at the Elliot Foundation; we want you to have a career with us.

We are committed to developing opportunities for our people to grow in their role; whether that is as a new teacher in their first teaching job, or supporting classroom and business services staff through a qualification such as an apprenticeship.

Why work for the Elliot Foundation?



National Safeguarding Manager Job Pack

Staff Benefits



National Safeguarding Manager

The central Trust team is a small but experienced team led by the CEO and Executive Directors to provide a comprehensive service to our schools and the Trust's Head Office. We have developed a regional approach which has significantly developed our knowledge of local context and operations and our ability to provide strategic influence. It has also facilitated growing collaboration between schools within their region and across the Trust as a whole.

Each of our 3 clusters of academies are currently supported by a dedicated Regional Director, along with nominated finance and HR Business Partners and other central team members. They work closely with individual school leaders, the cluster as a group and one another.

We are seeking someone to join our team who...

- has a passion for safeguarding and enhancing the life chances of children and young people
- is an individual with drive and enthusiasm to work as a valued member of the team
- can build strong relationships and credibility with both central Head Office and school based colleagues
- has a solution focussed approach, keen to support our schools and to develop our safeguarding practices across the Trust
- will relish a broad role, enabling them to work alongside a wide range of stakeholders to provide support locally to schools and other safeguarding related Trust wide projects and initiatives
- is innovative and positive in their approach, with the ability to work proactively and independently when required
- has the ability to manage conflicting priorities whilst maintaining a professional and effective service.

What you can expect...

- the opportunity to work alongside highly experienced colleagues and for your contributions to be valued
- a framework of collaborative leadership
- plenty of opportunities to broaden professional experience and positively impact the organisation as a whole
- blended working arrangements
- the promise that you will never be bored as no two working days will be the same! Hard work goes alongside a sense of fun and comradeship amongst the central team.

Special Interests Groups

We operate a number of Special Interest Groups with opportunities for staff to collaborate and be involved in developing specific areas of our work, one of which is our Safeguarding Working Group.

Safeguarding Working Group

The Safeguarding working group consist of the Lead and/or the Deputy DSL for each academy. The group meets 4 times a year, there is a national meeting at the start and end of each academic year and two regional face to face network meetings in between. The regional meetings are led by the regional Safeguarding Ambassadors.

The aim of the group is to champion safeguarding through collaboration. DSLs are able to share practice and local knowledge of services whilst developing their own knowledge through training. These networks, alongside the use of Google spaces for DSLs, provide valuable peer support and case supervision.



Safeguarding

The Elliot Foundation (TEFAT) central staff and Trustees fully recognise our legal responsibilities for safeguarding children and child protection, as set out in the TEFAT Safeguarding and Child Protection Policy and relevant legal framework.

Designated Safeguarding Leads (DSLs) are supported through national and regional training and network meetings. Each region has two academy based DSLs who are committed 'Safeguarding Ambassadors' facilitating the regional network meetings and supporting safeguarding reviews to share best practice.

Academies are supported to self and peer evaluate safeguarding through the annual Trust wide audit tool. The information from the audits is analysed to inform regional and national training each year. A TEFAT managed google site for DSLs to access resources and support for safeguarding [here](#).

The Trust utilises an online training resource called '**Flick Learning**' which provides a vast number of safeguarding and health and Safety training modules for all staff. For more information about Flick Learning see [here](#).

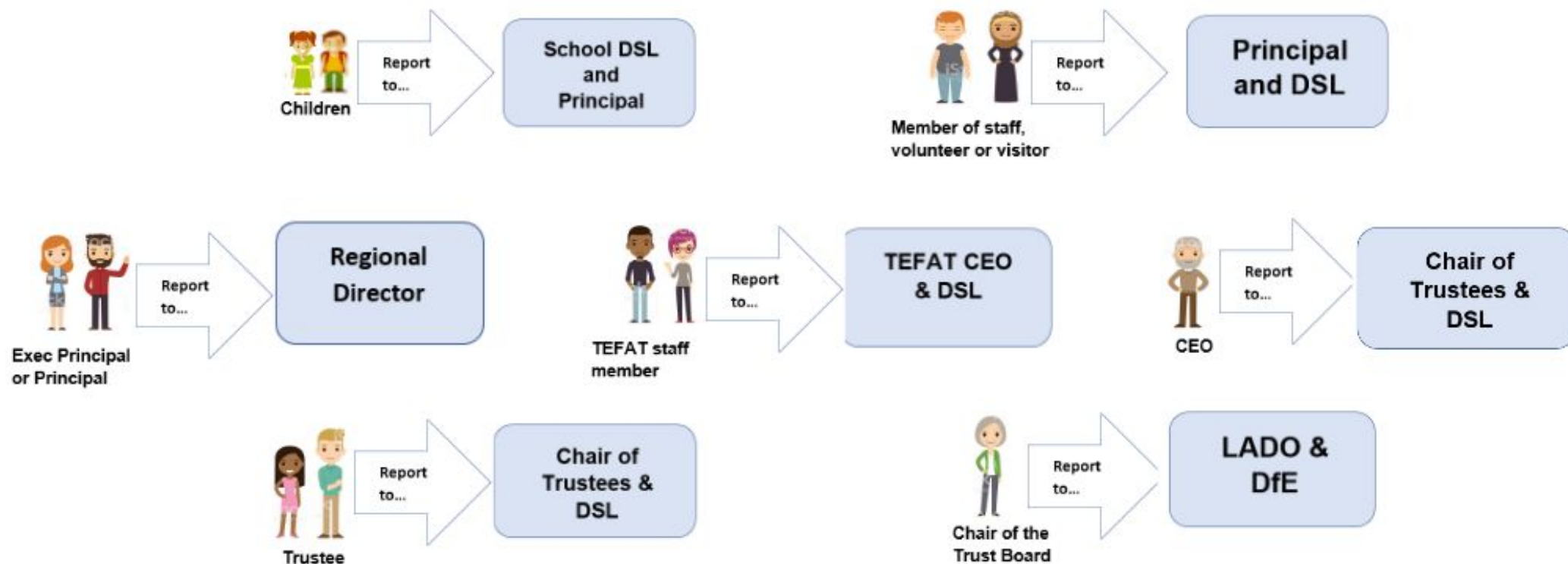
My concern is a centralised reporting system that shares information across the Trust for Safeguarding and Behaviour. For more information about My Concern see [here](#).

Online safety of staff and children is supported through the Trust wide use of '**Lightspeed**' which is a real-time 24-7 filtering and monitoring system. The alerts received enable DSLs to detect and address any online safeguarding concerns promptly. For more information about Lightspeed see [here](#).

Safeguarding

Escalation of Concerns

It's important that you report any safeguarding concerns to the appropriate person immediately. Below is a list of different people you may have a concern about, along with the details of who to report this issue to.



Each school will have a designated Safeguarding lead. There may however be circumstances where it may not be clear who to escalate your concerns with. For details of who you should escalate specific concerns, [please click on this link](#).¹⁶

HR Related Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. We have developed the Trust's Safer Recruitment Procedure and supporting resources to ensure that our recruitment and onboarding practices help deter, reject and prevent people from working with our children who pose a risk of harm to them.

The HR Team is also committed to working closely alongside Trust and academy Designated Safeguarding Leads (DSLs) to ensure a joined up approach to the HR elements of safeguarding work.

When an allegation of abuse is made against an employee on behalf of a child there should be immediate consideration of whether a child or children is/are at risk of significant harm and in need of protection. Academies are expected to follow the Procedure for Dealing with Allegations against Staff and Volunteers.



REFERENCES



Disclosure & Barring Service



Safeguarding Children and Young People

Keeping Children Safe - all of our responsibility

The Elliot Foundation Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Right to work in the UK
- Health
- Identity
- Relevant work qualifications
- Barred List Check
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- S128 Check (where relevant)
- Childcare Disqualification Declaration Check

Flick Courses

Mandatory

- Child Protection Level 1
- Prevention of Radicalisation
- FGM
- Keeping Children Safe in Education
- E-Safety

Role specific

- Safer Recruitment in Education
- Basic First Aid



How to Apply

We hope that the information provided is useful and informative. Further details can be found via our website at www.elliottfoundation.co.uk.

If you wish to arrange an informal discussion in relation to the Trust and/or the specific role, please do not hesitate to contact Caroline Oliver via email at caroline.oliver@elliottfoundation.co.uk

Please submit an [application form](#) and covering letter to Rida Begum via email at recruitment@elliottfoundation.co.uk

Closing Date: 9am, Monday 15th June

Interview Dates: Friday 19th of June



Job Description:

Purpose of the Role

- Alongside the Trust's Safeguarding Lead, provide comprehensive support, advice and challenge across the Trust to ensure the safety and wellbeing of all pupils
- Take a senior and proactive role in the effective delivery and quality assurance of TEFAT's safeguarding policy, practices and processes
- Lead and manage the Trust's response to significant changes in legislation and statutory guidance relating to safeguarding, ensuring that the Trust and all its academies are fully compliant in all areas relating to safeguarding
- Be the key source of expert safeguarding advice to designated safeguarding leads (DSLs) across the Trust and act as a first point of contact and advisor when safeguarding issues arise

General Responsibilities

- Be familiar with and support the Trust's Values;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Job Description:

Specific Responsibilities

- To plan and maintain oversight of the support from Regional Safeguarding Ambassadors to academies
- To update Trust policies, audits and guidance in line with statutory and relevant updates and ensure changes are shared with all academies at the start of each academic year
- Ensure the Trust Safeguarding Site is kept up to date and regularly maintained to provide an effective ongoing resource to DSLs across the Trust
- Schedule, plan and complete on site monitoring and subsequent action planning to support the quality assurance of safeguarding provision across the Trust
- To provide regular full DSL and refresher DSL training and any other relevant training for staff across TEFAT
- To provide regular regional case supervision for DSLs at regional network meetings
- Monitor and review Trust information data from MIS (My Concern, Smoothwall, Scholar Pack) to plan individual, regional and national response/training
- To provide regular (termly) update reports to the Regional Directors aligned to the Trust Governance Review cycle in schools
- To act as the first point of contact for all Principals and central staff for advice if they are concerned about a safeguarding issue within an academy affecting a child, with the availability to respond to issue that arise out of hours, escalating to the Trust's Safeguarding Lead Director where appropriate

Job Description:

Specific Responsibilities

- Support DSLs regarding their concerns and advise on decision about whether concerns should be referred to Children's Services
- Support DSLs and/or Principals to escalate concerns (using LA escalation routes) if referrals are not being responded to appropriately by services
- Work alongside and act as a point of contact for the Trust's HR Team in relation to staffing matters/LADO referrals, where appropriate
- Monitor and liaise with the Trust's HR Team and Regional Directors to ensure that safer recruitment processes are upheld
- Liaise regularly with the Legal, SEND and Governance Director regarding monitoring and 'sign off' for the use of alternative provision
- Undertake safeguarding related investigations and complaints in line with the TEFAT disciplinary and complaints policy

Job Description:

Key Relationships:

Internal:

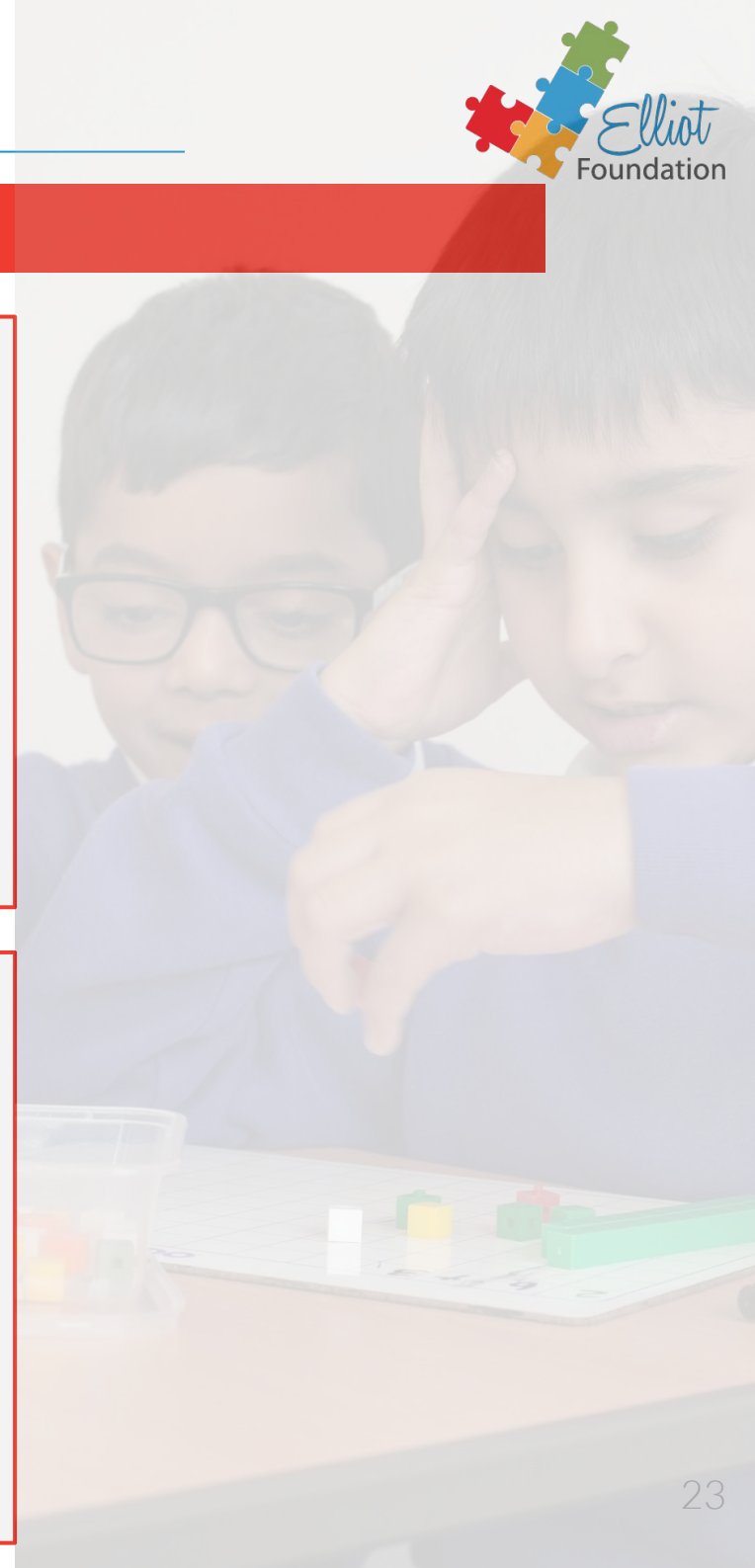
- Designated Safeguarding Leads
- Executive Principals/Principals/Senior Leaders
- Trust colleagues, including the Education, HR and Legal, SEND and Governance Teams

External:

- Local Authorities
- Children's Services
- National agencies (NSPCC, ChildLine, CEOP, Ofsted)
- Other Multi Academy Trusts and schools

Notes:

- This job description will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a satisfactory Barred List and enhanced Disclosure and Barring Service (DBS) check



Person Specification:

	Essential	Desirable
Education and Qualifications		
Recent formal DSL training	x	
Accredited Safer Recruitment training		x
NSPCC: train the trainer qualification		x
Safeguarding supervision training		x
Knowledge and Experience		
Is a DSL or has recent experience	x	
Experience of working in schools with vulnerable children	x	
Experience in coaching safeguarding professionals in the leadership and management of safeguarding	x	
Extensive and detailed, knowledge of relevant legislation including DfE guidance on safeguarding	x	
Knowledge of the relevant issues facing schools including child protection, child on child abuse, attendance, young carers and looked after children	x	
Knowledge of frameworks for Ofsted inspection and/or of the use of quality assurance frameworks		x
Experience of MIS relating to safeguarding		x
Experience of writing and reviewing safeguarding policies and guidance		x
Experience of creating safeguarding audit/review models and undertaking these in a supportive manner		x

Person Specification:

Professional Skills		
	Essential	Desirable
A credible, knowledgeable and effective trainer who can build networks to develop sustainable support	x	
A credible and authoritative leader who can inspire others through their achievements and leadership	x	
Proficient in the use of technology to analyse safeguarding data, writing reports and communicating effectively	x	
Ability to prioritise effective and manage conflicting demands effectively	x	
Personal Qualities		
An excellent and persuasive communicator who can talk to people at all levels and persuade others to adopt different methods and approaches if necessary - finding a balance of support and challenge to reach the desired outcome	x	
Has a passion for safeguarding and enhancing the life chances of children and young people	x	
Significant personal presence and demonstrable experience in successfully building, leading and managing strategies	x	
A proven ability to think strategically and deliver operationally		x
Able to self reflect and ask for help when needed	x	
A demonstrable drive to deliver success and champion children	x	
Flexible and resilient under pressure	x	
Ability to travel nationally to all academies	x	