



**Safeguarding & Welfare  
Lead/Deputy Safeguarding Lead  
October 2025**





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

Telephone: 01482 342229

Email: [info@kelvinhall.net](mailto:info@kelvinhall.net)

Website: [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Safeguarding and Welfare Lead / Deputy Safeguarding Lead at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

**James Shaw**  
Headteacher







## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



# Senior Leadership Team



**Christopher Leng**  
Director of Secondary Education



**James Shaw**  
Headteacher



**Claire Grandidge**  
Deputy Headteacher  
DSL



**Lauren Piercy**  
Deputy Headteacher



**Jayne Graham**  
SEND



**Jo Andrews**  
Inclusion



**Rachel Hilton**  
Personal  
Development



**Claire Keddy**  
Developing  
Teaching



**Caroline Dawes**  
Key Stage 3

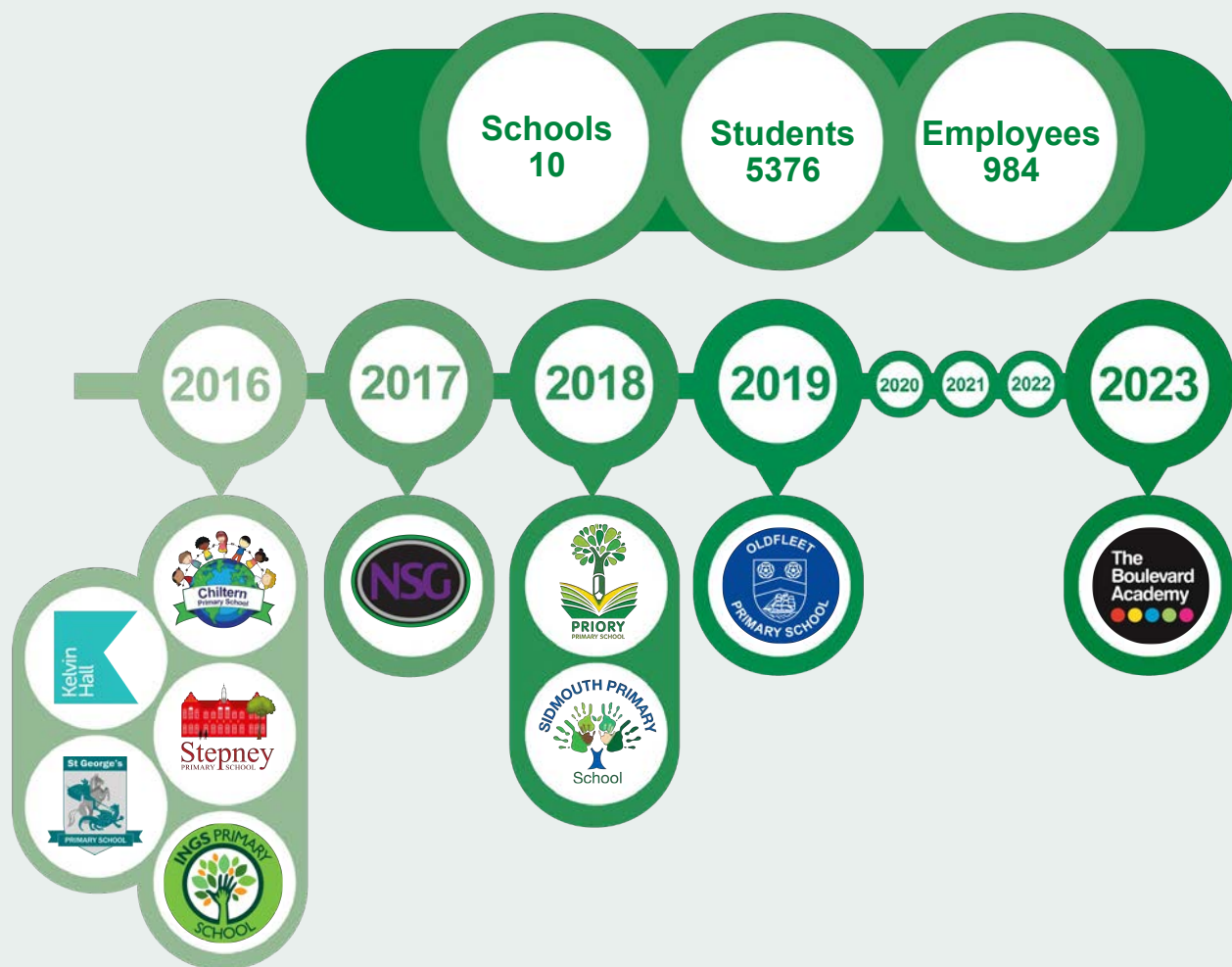


**Emily Sansam**  
Key Stage 4



**Craig Suddaby**  
Behaviour  
and Culture

# 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 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](mailto:jobs@thrivetrust.uk)



**Safeguarding and Welfare Lead/Deputy Safeguarding Lead**  
**Grade 8, Scp 25 £32,466 to Scp 28 £34,957 actual salary)**  
**37 hours per week, term time only plus 5 training days, plus 5 additional days**  
**Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm (30 minutes unpaid lunch break)**  
**Permanent**  
**Start: As soon as possible**

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formerly YHCLT. Founded in September 2016, it is now responsible for 10 schools across Hull, including 3 secondary schools and 7 primary schools

We are looking to appoint a committed practitioner to support, develop and implement our strategies for working with students and families to overcome barriers to learning. Someone who believes in building strong relationships with students and families and is willing to go the extra mile to support them in being successful both in and outside of school.

The role will involve leading in and developing all aspects of our safeguarding practices promoting the welfare and protection of all students attending the school. The safeguarding and welfare lead will liaise closely with the Designated Safeguarding Lead, pupils, parents, pastoral and academic staff. This is a varied role working closely with parents, carers, the safeguarding team as well as the wider school staff adhering to the school's safeguarding procedures and policies to promote the welfare and protection of all students attending the school.

The position demands high professional standards and experience of working with adolescents/young adults.

Kelvin Hall School a very successful and expanding 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically. We are committed to ensure that all schools in the Thrive Co-operative Learning Trust have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

We will offer you:

- An inclusive, successful school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A 21st Century building with 'state of the art' facilities.
- A Development Programme aimed at both new and experienced teachers.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing Date: Friday 17th October 2025, 9am**

**Interview: W/c Monday 20th October 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 school.



# Job Description

Post Title	Safeguarding and Welfare Lead - Deputy Designated Safeguarding Lead
Grade	8
Location	Kelvin Hall School
Reporting to	Deputy Headteacher & Designated Safeguarding Lead

## Purpose of Role

- To support the DSL assisting in the implementation of strategies for working with students and families to overcome barriers to learning.
- To plan and deliver practical support, advice and guidance to vulnerable children and their families to reduce any potential risks they may face, ensuring there are no missed opportunities.
- To plan and deliver practical support, advice and guidance to school staff to reduce any potential risks they may face.
- To ensure all safeguarding information is recorded appropriately, attending professional meetings and referring to outside agencies where needed.
- To support the DSL across the school to ensure KHS is represented at professional safeguarding and appropriate multi-agency meetings, taking responsibility on safeguarding outcomes for children and families as required.

## Key Responsibilities

- To promote and safeguard the welfare of children and young people.

## Safeguarding

- Act as a champion of the school's Safeguarding Policy and procedures by supporting the DSL to ensure all staff have access to and understand them.
- Support with the induction of new members of staff under the direction of the DSL with regard to the school's Safeguarding policies and procedures.
- Work with the DSL to ensure the school's safeguarding policy is updated and reviewed annually.
- Perform the role as the Deputy non-teaching Safeguarding Lead, liaising with external agencies, making referrals when and where appropriate.
- In liaison with the School Leadership Team, provide assistance and support in the strategic management of whole school safeguarding procedures.
- To work closely with the Senior Leadership Team (SLT) to lead on whole-school student recording and reporting, ensuring accurate records are up to date.
- To manage and maintain the school's CP systems/ records.
- To liaise with the Headteacher/DSL to provide strategic reports on school data to the Local Governing Body, developing effective reporting where appropriate.
- To plan and lead events as part of the school community strategy.
- Identify and engage with a range of key stakeholders, providing timely information as appropriate.
- Deliver tailored communications training and advice sessions to subject-specific leaders, specific to KHS staff and LGB.
- To establish and lead/chair CPD groups with the support of the DSL as appropriate to facilitate effective communication across the school and with key stakeholders.
- To provide expert advice, coaching to staff in the school.
- Manage and lead the support team to enable them to proactively deliver services to internal and external contacts/stakeholders, as required, taking responsibility for identifying areas for consultancy.

### **SPECIFIC RESPONSIBILITIES**

- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- To develop the school's external links, including the Police, Health and Social Care professionals as appropriate, maintaining confidential records so as to protect children.
- To attend Case Conferences when required.
- To provide guidance to staff regarding child protection concerns.
- To provide welfare support and personal service to students on well-being issues.
- To oversee and coordinate the work of the pastoral team on safeguarding under the direction of the DSL.
- To strategically lead coordination that supports the smooth running of the school and facilitates strong home-school communication in the areas of KCSiE.
- To be able to communicate complex information to a non-specialist audience.
- To keep abreast of advancements in all disciplines related to managing data as a valuable resource.
- Prepare and deliver CPD (training) for Governors, senior leaders, and school staff on Safeguarding updates.
- Develop and facilitate individual/group work in respects of self-esteem, empowerment and parent issues.
- Carry out home visits to families (with support) to verify students are safe and well for purposes of ongoing assessments or to provide support for vulnerable/at risk students.
- Ensure the school is compliant with all GDPR legislation.
- Coordinate the work of external agencies working in school: e.g., school nurse, careers service, when supporting the needs of vulnerable students.
- Support the Deputy Headteacher, ensuring a smooth transition for Year 6 students into the secondary setting, liaising with the Local Authority and individual schools.

### **STUDENT PROGRESS RESPONSIBILITIES**

- To help design and develop a coherent programme of reporting solutions across the school, in order to furnish the SLT and school staff, with timely, accurate and consistent information, year on year.
- Liaise with the Transition coordinator, primary schools, and the DfE to ensure prior data is analysed, collated and added to our data systems in a timely and accurate fashion. To interpret this information to lead and feed into the production of school safeguarding procedures, ensuring the provision of key strategic information to balance teaching groups with all groups of learners, including disadvantaged, SEN, LAC, EHCP, EAL and Vulnerable students.

### **SAFEGUARDING MONITORING RESPONSIBILITIES**

- To support the DSL to manage and develop all aspects of reporting/recording data to ensure that the school has complete and accurate data/records.
- To be responsible for the integrity and production of any statutory returns as required.
- Collate, produce and distribute school data to all appropriate stakeholders as required.
- Monitor, communicate and apply standards created and maintained by external bodies, and integrate them with internal quality management systems.

### **WIDER SCHOOL ROLE**

- Build capacity of the student support team through coaching, mentoring and identifying appropriate training needs.
- Support the organisation of SEND and pastoral provisions for examinations, liaise with the SENCo, Pastoral Team and parents regarding specific individual students with complex needs and ensure that appropriate strategies are implemented.
- To attend all staff briefings.
- Contribute to the maintenance of a safe and healthy environment through management systems.
- To carry out any other reasonable duties directed by the Headteacher/HOS.
- Undertake any necessary professional development as identified in the school improvement plan, taking full advantage of any relevant training.
- Maintain up-to-date knowledge by attending relevant updates in respect of attendance, welfare, and safeguarding legislation/practice.



## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. To assist the Governors and Senior Leadership Team in ensuring that safeguarding procedures are completed throughout the school in line with internal & external requirements and agencies. The post holder will play a leading role in providing support services to the high number of students, parents, and staff at Kelvin Hall School. The nature of the work may involve the post holder carrying out work outside of normal working hours, and must be flexible during critical issues.
<b>Responsibility for Budgets/Financial Resources:</b>	Maintain the security and confidentiality of all recording and reporting papers, and results under GDPR.
<b>Responsibility for Physical Resources:</b>	Mostly office-based, but the role will also include travelling around the school and external meetings and visits outside of school. Subject to periods of computer input and data manipulation.

		E	D	How Identified
<b>Qualifications</b>	GCSE Grade C/4 (or equivalent) in English and Maths	✓		AF,I
	Appropriate Level 3 Qualification or above Designated Safeguarding Lead Training Level 3	✓		
	Evidence of relevant training required to keep up to date with new safeguarding developments.	✓		
<b>Relevant Experience</b>	The ability to communicate complex information to a non specialist audience	✓		AF
	Ability to work independently in a complex environment, leading and taking initiative when necessary	✓		
	Experience and knowledge of the latest GDPR legislation	✓		
	Experience of handling sensitive data and upholding the principles of confidentiality.	✓		
	Experience of supervising and leading a team effectively	✓		
	Experience of working in a school environment	✓		
	Experience and knowledge of the latest GDPR legislation	✓		

		E	D	How Identified
Skills & Abilities	Motivation to work with children and young people	✓		AF,I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work in a creative way, showing flexibility in unplanned situations	✓		
	A self-directed strategic thinker with the capacity to problem solve, take initiative, set priorities, and exercise good judgement in an organised and professional manner	✓		
	To understand professional boundaries when working with individuals or families.	✓		
	Demonstrate the ability to assimilate complex information quickly and make it accessible to a wider school audience through a variety of communication channels.	✓		
	Assess the most efficient methods of analysis required to meet objectives in whole school improvement plans, deciding on a range of sources, gathering, analysing, and interpreting trends in data using the results for the appropriate solutions	✓		
	Demonstrate confidence in delivering training to a diverse audience and frequently advising others on complex policy and procedures	✓		
	Proactively make decisions in your own areas or work as well as on behalf of the team.	✓		
	Deciding on the best presentational methods re: data, reports, etc., presenting data to an audience by the most effective method	✓		
	Planning and designing an annual work pattern to ensure assigned responsibilities are fulfilled	✓		
	The ability to work independently and use own initiative	✓		
	Ability to prioritise workload, and the workload of others, working well under pressure and without direction	✓		
	Awareness of the importance of confidentiality	✓		
	Proven ability to devise and/or manage multiple learning and assessment and/or research activities	✓		
	Be able to deal with the complex needs of students and Staff surrounding keeping children safe in school.	✓		

<b>Knowledge</b>	Thorough understanding of Keeping Children Safe in Education (KCSiE) and other relevant safeguarding legislation and guidance	✓		AF, I
	Understanding of the role of the DDSL and the importance of confidentiality and record-keeping in safeguarding.	✓		
	Knowledge of strategies and interventions to support emotional regulation and resilience.	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Excellent interpersonal skills, including diplomacy and the ability to inspire confidence of senior colleagues.	✓		
	To be able to communicate with a range of departments and people via online, phone, and in person to provide support with routine enquiries. Routinely writing detailed reports and materials for internal and external agencies.	✓		
<b>Written Skills</b>	Ability to maintain accurate and up to date records of progress	✓		AF, I
<b>Personal Qualities</b>	Commitment to their own ongoing professional development and learning, and to the regular training/ development of their team	✓		AF, I, R
	Understanding the statutory guidance of keeping children safe in school	✓		
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and the Children's Barred list check	✓		DBS (after short listing)
	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.	✓		

# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

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**Interview Date: Week commencing 20th October 2025**