



# Recruitment Pack

Senior Attendance and  
Safeguarding Lead

River Tees Hospital School

Change lives  
through a  
career with our  
Trust



# WELCOME

'WE CHANGE LIVES'

River Tees Multi-Academy Trust is a forward-thinking trust committed to ensuring the most vulnerable learners receive the highest quality of education and outcomes. We are firmly committed to our workforce and ensure fantastic developmental and wellbeing opportunities for the right candidate.

If you are ready to take the next step in your career, join us as we 'Change Lives'.

We are seeking an exceptional Senior Attendance and Safeguarding Lead to lead and manage the school's attendance and safeguarding strategies across all sites within River Tees Hospital School, ensuring that all pupils receive the support they need to attend school regularly and feel safe and secure. This role involves working collaboratively with staff, parents, and external agencies to promote positive attendance, safeguard pupils, and enhance their overall wellbeing.

As a Hospital School, you will have the opportunity to make a profound difference in the lives of our learners, supporting them on their journey to recovery and successful reintegration into mainstream or further specialist provision. Our holistic approach and commitment to maximising the outcomes for each individual pupil make this an incredibly rewarding and fulfilling role. This is a hospital-based position, where you will collaborate closely with the headteacher and senior leaders to provide exceptional educational experiences for pupils with complex medical needs.

We are dedicated to investing in the training and development of our staff to ensure they possess the necessary skills for their roles. We welcome applicants who may not yet possess all the required skills but are willing to invest in their own growth to acquire the necessary knowledge.

The schools within our Academy Trust improve the character, community and currency of pupils who are excluded or at risk of exclusion from mainstream school, unable to attend school for a variety of medical needs and/or have an Educational Health and Care Plan that requires specialist provision. Changing Lives is our mission, and this drives everything we do, in every department.



# OUR TRUST

'WE CHANGE LIVES'

River Tees Multi-Academy Trust is a small but growing Trust in the North East of England serving some of the most disadvantaged communities in the country. We provide the highest quality education for learners who have struggled within the mainstream schooling system. Children and young people are welcomed into our academies, regardless of their challenges, past history or additional needs.

We use a relational approach with our learners, staff and communities. This helps us build trusting relationships that bring out the best in everyone. All staff are committed to improving the life chances of our learners.

We change lives through our focus on a highly personalised curriculum that provides Currency, builds Character and engages with the Community. Our whole team work together to safeguard our vulnerable learners and give them the confidence to achieve their educational, social, family and career challenges.

We want our learners to gain the skills, knowledge and qualifications they need to move forward but also to enjoy school and develop a love of learning.

River Tees Multi-Academy Trust was set up in April 2016, The Trust currently operates 5 Academies across the North East of England. RTMAT works with the most disadvantaged learners. Our intent is to ensure we offer the highest quality provision for our cohort of learners, taking account of their additional needs, social deprivation and gaps in learning.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

# OUR VALUES

'WE CHANGE LIVES'

River Tees Multi-Academy Trust are committed to changing lives. We help our staff, learners and communities to be:

- Resilient and brave.
- Trustworthy and kind.
- Making a positive difference to learners', staff and our wider communities' lives.
- Aspirational and hopeful.
- Tolerant and respectful.

# WELCOME FROM CEO

'WE CHANGE LIVES'

I am delighted to extend a warm welcome to all potential candidates interested in joining the River Tees Multi-Academy Trust. Our organisation is dedicated to fostering an inclusive and dynamic educational environment that prioritises the growth and success of both our learners and staff.

River Tees Multi-Academy Trust was established with the mission of providing exceptional educational opportunities across our diverse network of schools. We believe in nurturing talent, promoting well-being, and maintaining high standards of academic excellence. Our core values are centred around character, community, and curriculum.

We envision a future where every learner is equipped with the knowledge, skills, and confidence to succeed in a rapidly changing world. By championing innovative teaching methods and personalised learning experiences, we are committed to making this vision a reality.

We offer extensive training programs and career advancement opportunities to support your professional growth. Our trust is built on mutual respect and inclusion, ensuring a welcoming environment for all. We value teamwork and collaboration, providing a supportive network to help you thrive. Join us in making a significant difference in the lives of our learners and the broader community.

River Tees Multi-Academy Trust encompasses several schools, each with its own unique character and strengths. We pride ourselves on our ability to cater to a broad spectrum of educational needs. Our schools are committed to providing a safe, engaging, and stimulating learning environment for all learners.

We are excited to learn more about you and your potential contribution to our team. We look forward to welcoming dedicated and enthusiastic individuals who share our commitment to educational excellence.

Thank you for considering River Tees Multi-Academy Trust as the next step in your career. Together, we can empower education and inspire futures.



**Christina Jones**  
CEO

# WELCOME FROM HEADTEACHER

'WE CHANGE LIVES'

Dear Prospective Colleagues,

Welcome to River Tees Hospital School, a unique and nurturing environment where we are dedicated to transforming the lives of our most vulnerable pupils. As part of the River Tees Multi-Academy Trust Family, our mission is to place learning, health, and wellbeing at the heart of everything we do.

At River Tees Hospital School, we work with children who face a complex range of physical and/or mental health difficulties. Our commitment to inclusivity ensures that every pupil receives tailored support that meets their individual needs. We believe that education should be a holistic experience, and we provide a range of specialist pathways to develop integrated plans that harmonise academic learning with emotional wellbeing.

We pride ourselves on creating a safe, supportive, and engaging environment where every pupil is encouraged to thrive. Our dedicated staff go above and beyond to remove barriers to learning, ensuring that each child can access a bespoke curriculum designed to help them achieve their full potential.

As part of our team, you will play a vital role in fostering a culture of resilience, kindness, and respect. We are looking for passionate individuals who are not only committed to high-quality education but also to making a positive difference in the lives of our pupils and their families.

If you share our values of being resilient and brave, trustworthy and kind, and are eager to contribute to an inclusive community that prioritises the wellbeing of every child, we invite you to join us on this rewarding journey.

Thank you for considering a position at River Tees Hospital School. Together, we can change lives.



**Adam Burns**  
Head Teacher

# ABOUT THE SCHOOL

'WE CHANGE LIVES'

River Tees Hospital School is an alternative special school that serves the unique needs of pupils who have encountered a variety of educational barriers due to complex physical and/or mental health difficulties. As an integral part of the River Tees Multi-Academy Trust, the school is committed to changing lives and providing a secure, nurturing environment where every pupil can thrive.

The school's child-centred approach and holistic, bespoke curriculum are shaped by the diverse challenges and complex needs of its pupils. By offering tailored support and wraparound care, the school strives to remove barriers to learning and help pupils on their journey back to mainstream education or a specialised pathway.

River Tees Hospital School's holistic and relational behaviour approach is designed to provide every learner with the opportunity to successfully engage and fulfil their love of learning, while on the road to recovery. The school's bespoke curriculum offers a variety of educational pathways tailored to meet the individual medical needs of its pupils. The curriculum is broad and balanced, focusing on the three key themes of:

Character: Who you are and who you want to be.

Currency: Learning for the future.

Community: Links to others and the wider world.

By focusing on these three areas, River Tees Hospital School aims to support its pupils in accessing a successful progression towards adulthood, including the skills and qualifications needed for future employment.

# ABOUT THE ROLE

'WE CHANGE LIVES'

<b>Application closing date</b>	Ongoing
<b>Interview Date/s</b>	TBC
<b>Location</b>	River Tees Hospital School Sandringham House, Overdale Road, Middlesbrough, TS3 7EA
<b>Salary</b>	NJC 29-32 (£34,927 - £37,535)
<b>Contractual hours</b>	37 hours (Term Time +3 weeks)
<b>Working Hours</b>	Monday – Friday
<b>Basis</b>	Permanent

As a school, we recognise the pivotal role of effective and efficient management in ensuring a high-quality educational experience for our learners. Many of our learner's face challenges in their lives, and strong leadership provides an essential opportunity for stability, support, and well-being. Our wider staff teams demonstrate their commitment to Changing Lives by ensuring that every facet of every young person's school experience is excellent.

We are seeking a dedicated and passionate individual who shares our passion and understanding regarding the importance of providing a secure and nurturing environment where our learners can thrive and achieve their full potential.

The right candidate will believe in holistic and relational support for our learners, ensuring they develop skills that will benefit them in the future. As an exceptional attendance and safeguarding lead, you will play an essential role in ensuring every learner can succeed.

The Trust currently operates 5 schools across two main geographical areas (Gateshead and Middlesbrough). This role is based in River Tees Hospital School, which is based in Middlesbrough.

To succeed in this role, you'll need to be organised, self-motivated, and resilient. You'll be the sort of person who embraces change, loves a challenge, and enjoys working in a role where no two days are the same.

Our Trust celebrates the diversity of our school communities. We actively encourage visits to our school sites – once you see our work in practice, we are certain you will be committed to joining us in Changing Lives.

You are welcome to contact Vanessa Lazenby, School Business Manager [Vanessa.Lazenby@rtmat.org.uk](mailto:Vanessa.Lazenby@rtmat.org.uk) for an informal discussion about this post prior to application. The Job Description and Person Specification fully outline the requirements of this post and can be found on our website, please click [here](#)

Supporting statements should be written in line with the Person Specification - CVs are not accepted.

This post is subject to an Enhanced DBS check, Social Media check and satisfactory references.

# JOB DESCRIPTION

'WE CHANGE LIVES'

## GENERAL

The **Senior Attendance and Safeguarding Lead** will lead and manage the school's attendance and safeguarding strategies across all sites within River Tees Hospital School, ensuring that all pupils receive the necessary support to attend school regularly and feel safe and secure. This role involves working collaboratively with staff, parents, and external agencies to promote positive attendance, safeguard pupils, and enhance their overall wellbeing.

## MAIN DUTIES AND RESPONSIBILITIES

### Strategic Leadership of Attendance and Safeguarding

- Develop and implement a comprehensive attendance strategy across all sites, aligned with the school's ethos and objectives.
- Monitor and analyse attendance data across all sites, identifying trends and implementing targeted interventions for pupils with attendance issues.
- Collaborate with site leaders to ensure consistent application of attendance policies and practises.
- Act as the Designated Safeguarding Lead (DSL) across all sites, ensuring compliance with statutory safeguarding policies and procedures.
- Provide leadership and guidance on safeguarding issues, ensuring all staff are trained and aware of their responsibilities.
- Manage referrals to external agencies and liaise with social services, law enforcement, and other relevant bodies on safeguarding matters.
- Record and report all attendance and safeguarding data analysis to Attendance and Safeguarding Committee.

### Line Management Responsibilities

- Provide guidance and support to staff members involved in attendance and safeguarding, ensuring they understand their roles and responsibilities.
- Conduct regular performance reviews for team members, providing feedback and identifying professional development opportunities.
- Organise training sessions for staff on safeguarding practises, attendance strategies, and effective communication with families.
- Foster a culture of collaboration, respect, and inclusivity within the team, ensuring that all staff feel valued and supported in their roles.
- Coordinate and manage transport services for pupils, ensuring safe and timely travel to and from school.
- Ensure all transport arrangements comply with health and safety regulations, including risk assessments for transport-related activities.

- Oversee the work of the community team, ensuring that they are effectively supporting pupils' attendance and safeguarding needs.
- Foster collaboration between the community team and other school staff to ensure a holistic approach to pupil support.
- Collaborate with teaching staff and support teams to create and manage part-time timetables for pupils who require flexible learning arrangements due to health or personal circumstances.
- Regularly review attendance data for pupils on part-time timetables to ensure they are engaging with their learning and receiving appropriate support.
- Be responsive to the changing needs of pupils, adjusting part-time timetables to better support their educational journey.

## Collaboration and Communication

- Foster strong relationships with pupils, parents, and external agencies to support attendance and safeguarding initiatives.
- Lead multi-agency meetings and strategy discussions related to safeguarding and attendance concerns, ensuring a coordinated approach.
- Act as the primary point of contact for parents/carers regarding attendance and safeguarding issues.
- Work closely with school, medical professionals, hospital staff, social workers, and local authorities to ensure the holistic care and support of students.
- Coordinate with school staff to provide a safe and consistent educational experience for children during their hospital stay.
- Engage with external services (such as social services and education welfare officers) to address issues related to student welfare and safeguarding.
- Provide regular updates to the Headteacher on attendance and safeguarding matters.

## Policy Development and Compliance

- Review and ensure attendance and safeguarding policies are accessible on the school's website and adhered to reflect best practises.
- Ensure that policies are communicated effectively to staff, pupils, and parents, and that they are implemented consistently.
- Maintain confidential and accurate records in accordance with GDPR and safeguarding requirements.
- Conduct audits of attendance and safeguarding processes to ensure compliance and identify areas for improvement.

## Training and Development

- Provide training and support to staff across all sites on attendance and safeguarding issues, promoting a culture of awareness and vigilance.
- Conduct workshops and information sessions for parents/carers on the importance of attendance and safeguarding.

The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the incumbent. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade. All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Council in performance of their duties.

All employees are expected to respect all confidentiality and principles and practice of the Data Protection Act.

All post holders are required to comply with Health and Safety policies and legislation.

## PERSONAL SPECIFICATION

'WE CHANGE LIVES'

Please refer directly to these when forming your supportive documents demonstrating how you are the right candidate for this role.

**The Trust is committed to investing in the training and development of its staff to ensure they possess the necessary skills for their roles. If you identify any gaps in your experience, please mention them in your application and express your readiness to acquire these skills.**

	Essential	Desirable	Prepared to train
<b>Qualifications and Professional Development</b>			
Relevant degree or equivalent qualification in education, social work, or a related field	*		
Designated Safeguarding Lead training		*	

<b>Knowledge and Experience</b>			
Significant experience in a school or educational setting, with a focus on attendance and safeguarding	*		
Proven track record of working with vulnerable children and their families	*		
Experience of leadership or managing staff development, delegation, preferably in a multidisciplinary team		*	
Experience in education setting, particularly with children who have special educational needs		*	
Commitment to safeguarding and promoting the welfare of children and young people	*		
Commitment to equality and diversity	*		
In-depth knowledge of safeguarding and attendance legislation and best practises	*		
<b>Skills and Abilities</b>			
Strong leadership and management skills, with the ability to inspire and motivate staff across multiple sites		*	
Excellent communication skills with the ability to liaise effectively with staff, families and external agencies	*		
Ability to always maintain confidentiality and handle sensitive information with discretion and uphold ethical standards	*		
Good oral and written communication skills, with the ability to present information clearly to different audiences	*		
Strong analytical skills, with the ability to interpret data and develop strategies based on findings		*	*

