

The people behind
the magic.



JOIN OUR TEAM

Trust Safeguarding Lead

Salary: Band I (NJC 29-33) **Full time:** £37,336 -£41,418 **Actual:** £32,293 - £35,823 (pay award pending)

Contract Terms: Permanent, Term Time only plus 5 days

Hours: 37 hours

Closing date: Thursday 27th June 2024 at 9.00am

Interviews will take place w/c: w/c Monday 1st July 2024

Start date: September 2024



WORKING TOGETHER

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Trust Safeguarding Lead

Would you like to be part of an inspirational central team of talent that lead our growing Trust? Do you want to be part of a Trust where the members, trustees, and governors of Together Learning Trust cultivate a culture whereby our leaders can thrive. Do you believe you can be a dedicated, diligent and creative team player and become a driving force within our central team? If the answer is yes, we'd love to hear from you.

What will you get in return?

You will be based at our productive and dynamic central trust office and will work across our schools, working closely with the Senior Leadership, SENDCOs and Safeguarding teams across the Trust to promote the school's values and develop the school's vision.

The Trust is at an exciting point in its planned journey and as Trust Safeguarding Lead you will really help to shape our growth for the future. The central team have close links and work collaboratively with Heads of School, Headteachers, Senior Leadership Teams and other staff within our schools meaning you will be at the heart of shaping the framework that will deliver the best education and outcomes for all students.

Are you ready to be an ambassador for our Trust?

In addition to this you will benefit from:

- Automatic enrolment into the West Yorkshire Pension Fund
- Cycle to work scheme
- Free Parking
- Employee Assistance Programme
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

What the role involves in a nutshell:

- Lead on all aspects of safeguarding, including Prevent.
- Be available for staff to discuss any safeguarding concerns.
- Monitor the Trust-wide CPOMs system, working with Trust schools to identify concerns and/or trends within schools and across the Trust.
- Alongside the Senior Director of Education (B&C), provide reflective supervision sessions and case management support for individual members of the safeguarding team.
- Keep a high profile around the Trust schools and being visible and active during visits.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

JOB DESCRIPTION

Trust Safeguarding Lead

Responsible to:	Senior Director of Education (Behaviour and Culture)
Scale/Salary	Grade I (29-33) – 37 hours – Term Time (plus 5 days) £32293 - £35823 (pro-rata) - Pay-Award Pending (£37336 - £41418 (FTE))
Main Purpose of the role	In the role of Trust Safeguarding Lead, you will: <ul style="list-style-type: none">• Lead on all aspects of safeguarding, including Prevent.• Promote and safeguard the welfare of children and young people.• Alongside DSLs, take responsibility for all safeguarding and child protection matters arising in our schools and to support all other staff in dealing with any child protection concerns that arise.• Promote a learning environment which supports high expectations.• Be available for staff to discuss any safeguarding concerns.
Main Duties & deliverables	<ul style="list-style-type: none">• Meet on a regular basis with the Trust Senior Director of Education (Behaviour and Culture), to ensure safeguarding across all schools is effective.• Ensure that the school inclusion teams support the school's implementation of all current statutory requirements, e.g. Equality Act, Access to Work, SEN (Special Educational Needs), Child Protection.• Contribute to the annual safeguarding audits for the Trust.• Monitor the Trust-wide CPOMs system, working with Trust schools to identify concerns and/or trends within schools and across the Trust.• Manage the Single Central Record across the Trust, ensuring this is up-to-date and audited on a regular basis.• Liaise with and provide guidance to assigned senior staff in respect of safeguarding concerns.• Liaise with school based SENDCOs and the Trust Director of Primary Inclusion and Culture, to ensure safeguarding needs of students with special educational needs is compliant.• Support the Senior Director of Education (B&C) to ensure the Trust's child protection and safeguarding policy and the implementation of it are reviewed at least annually and is up to date, available publicly and that staff are aware of training opportunities and the local policies on safeguarding.• Deliver safeguarding training to all Trust staff, Trustees and Governors, including updates where relevant.• Alongside the Senior Director of Education (B&C), provide reflective supervision sessions and case management support for individual members of the safeguarding team.• Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child.• Produce agenda items for effective inclusion meetings, ensuring safeguarding concerns are monitored effectively.

	<ul style="list-style-type: none"> ● Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so and to contribute to the assessment of children. ● Referring cases to the Prevent programme (and supporting staff who make referrals) where there is a radicalisation concern. ● Consult and inform relevant staff, parents and outside agencies, whenever necessary, to ensure the safeguarding needs of individual pupils are met. ● Be a point of contact for and liaise sensitively with parents and carers regarding their safeguarding role and/or support colleagues to do so. ● Support the Senior Director of Education (B&C) and the ICT Director in ensuring appropriate E-safety measures are in place across the Trust. ● Work with the Pastoral Teams across the Trust to plan and implement appropriate interventions and support. ● Understand the local authorities' referral processes and ensure the safeguarding needs of individual pupils are identified, met, monitored and appropriate actions are implemented. ● Through monitoring and quality assurance, ensure safeguarding concerns raised by staff are accurately recorded and dealt with promptly according to Trust policies in line with the Keeping Children Safe in Education document. ● Provide administrative support with all aspects of safeguarding and monitor the accuracy and quality of safeguarding records. ● Provide safeguarding advice, guidance, support and expertise for pupils and staff. ● Attend safeguarding meetings, working with specialist agencies to help to provide for the needs of identified pupils. ● To facilitate the sharing of relevant information with parents and between other support services and external agencies as appropriate. ● Liaise, meet and work with the DSLs (Designated Safeguarding Leads) of Trust schools. ● Continue personal development in safeguarding including regular DSL training. ● Follow agreed policies for communication within the Trust. ● Provide regular updates as appropriate to the DSLs on the progression of cases of any issues regarding safeguarding. ● Support colleagues who are tasked as investigating officer for disciplinary investigations of Gross-Misconduct or Misconduct (LADO related). ● Support at Trust schools in the absence of their DSL. ● Manage budgets specific to safeguarding, ensuring that resources are allocated appropriately and in line with budget constraints. ● Responsible for the preparation and presentation of safeguarding reports to LGBs and the Trust Board as appropriate. ● Keep a high profile around the Trust schools and being visible and active during visits. ● Support the Senior Director of Education (B&C) to undertake due diligence activities to evaluate the effectiveness of safeguarding for any new school joining Together Learning Trust. ● Always maintain confidentiality. ● Any other responsibilities deemed appropriate to the level of the post.
Expected	<ul style="list-style-type: none"> ● Support the ethos, vision, principles and values of the school.

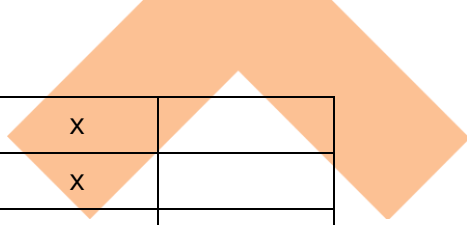
<p>Behaviours</p>	<ul style="list-style-type: none"> ● Treat colleagues, students and all members of the community with respect and consideration. ● Treat all students fairly, consistently and without prejudice. ● Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. ● Support the ethos of the Trust by upholding the code of conduct, uniform rules, etc. ● Take responsibility for own professional development and participate in arrangements adopted by the Trust for the assessment of his/her performance and that of other teachers. ● Reflect on our own practice as well as the practices of the Trust with the aim of improving all that we do and achieving excellence. ● Read and adhere to Trust and School policies and implement School improvement plans. ● Participate in the development and management of the Trust by attending various team and staff meetings. ● Undertake duties as prescribed within the Trust's policies. ● Undertake professional duties assigned to them by the Trust Leadership Team. ● Be proactive and take responsibility for matters relating to health and safety. ● To play a full part in the life of our school communities, to support their distinctive values and ethos and to encourage and ensure staff and students follow this example.
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer, Senior Director of Education (B&C) and/or other members of the Trust Leadership Team to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Senior Director of Education (B&C) to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	



Trust Safeguarding Lead

To be assessed through application, reference and interview.

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	x	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	x	
Designated Safeguarding Lead training (Level 3)		x
Experience		
Previous experience of working with young people	x	
Ability to work effectively with children of a relevant age group	x	
Successful experience working in a school environment		x
Previous, successful experience of working in a safeguarding role (DSL, DDSL etc.)		x
Skills and Abilities		
Excellent written and communication skills	x	
Ability to efficiently manage and prioritise workloads	x	
Ability to build positive relationships with all stakeholders, especially parents/carers	x	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	x	
Good level of proficiency in Microsoft Word, Excel and Outlook	x	
Excellent communicator with strong interpersonal skills	x	
Well organised, pro-active and able to thrive under the pressure	x	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	x	
A natural forward planner who critically assesses their own performance	x	
Mature, credible with excellent interpersonal skills	x	
Reliable, tolerant and determined	x	
Empathetic - able to see things from another person's point of view	x	
Able to motivate and persuade, negotiate and influence others	x	
Well-presented and professional	x	
Keen for new experiences, responsibility and accountability	x	
Able to get on with others and be a team player	x	
Ability to evaluate own learning needs and actively seek learning opportunities	x	
Integrity and exercises confidentiality	x	
A commitment to inclusive education	x	



Good sense of humour	x	
Integrity and exercises confidentiality	x	
Ability to think pragmatically and be solutions focused	x	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Senior Director of Education (Behaviour and Culture), Danny Armitage via d.armitage@tlt.school

If you're ready to apply, please complete our application form and return it to recruitment@tlt.school by the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2023.