**Trust Safeguarding Lead**

**Forward Education Trust Head Office**

**Head Office Leycroft Avenue, Tile Cross, Birmingham. B33 9UH**

**JOB DESCRIPTION**

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| **Job Title** | Trust Safeguarding Lead |
| **Salary** | Grade G, Point 43-55 £36,482-£46,268  Cost of living pay review pending as at 1/9/22 |
| **Contract Type** | Permanent – 36.5 hours per week – Full Time, full year  This post will include visiting our academies |

**JOB DESCRIPTION AND PURPOSE:**

* To develop and implement the Trust's safeguarding strategy to ensure that all our pupils and staff work within a compliant and robust culture of safeguarding in liaison with the Deputy CEO/Trust DSL
* Lead on the development of Trust policy and practice across the Trust, ensuring that safeguarding continues to be effective.
* To provide support for Head Teachers, central Trust staff and designated safeguarding leads within the Trust if they are concerned about a child protection or safeguarding issue
* Development and oversight of development and training programmes for key staff responsible for safeguarding.

**REPORT TO:** Deputy CEO/Trust DSL

**DUTIES AND RESPONSIBILITIES**

**Key responsibilities**

* Ensure all schools in the Trust implement the requirements of National statutory guidance.
* Ensure all Trust safeguarding, and child protection policies and procedures are compliant with national guidance.
* Undertake an audit of practice in our schools and report back to the Executive Team, headteachers, the designated safeguarding leads and the local academy council in writing and/or in person.
* Actively seek and identify opportunities to enhance the quality of safeguarding arrangements in the Trust and its schools.
* To advise schools on how to further develop proactive outreach, support, and intervention work with vulnerable families, to draw attention to best practice in the Trust, and beyond, and to help with cooperative work with local agencies that may deliver additional resources to vulnerable families.

**Strategic**

* Lead the Trust Safeguarding Network, supporting DSLs to share best practices and learn from each other
* Have knowledge, understanding, and advocacy for the Trust’s vision, guiding principles and strategic goals
* Contribute to the strategic plan, operational plans, and evaluation of safeguarding Trust wide
* Be an important point of contact for Head Teachers/Principals, central Trust staff and designated safeguarding leads within the Trust for advice if they are concerned about a child protection or safeguarding issue. This may occasionally require being available outside of the normal school day when required.
* Ensure that all safeguarding and child protection policies and procedures are kept up to date, accounting for updates to national guidance and the relevant audit tools and risk logs are completed in a timely manner.
* Provide professional input to review / update of other Trust policies as needed
* In liaison with Director of Quality Assurance and Development and HR staff, ensure that all school comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
* Establish a network of contacts in Local Authorities and Multi-Academy Trusts to develop best practice.
* Ensure that Single Central Records formats are compliant with regulatory expectations
* Complete quality assurance audits in the schools.
* Conduct safeguarding investigations / learning lessons reviews, liaise with relevant agencies and report to appropriate authorities
* Provide guidance and support on managing allegations against staff in conjunction with Trust HR.
* Provide Trust and school training which reflects local arrangements, best practice, signposting research-based best practice to members of the organisation.
* Contribute to maintaining a handbook for all DSL leads across the Trust, which details Trust expectations, systems, processes, guidance, and support.
* Deliver a range of safeguarding CPD for and governors/trustees
* Maintain a register of incidents and report to the line manager and other senior Trust staff where necessary

**Safeguarding (working with Designated Safeguarding Leads and School Leaders)**

* Contribute to the review and update of the policy suite for the Trust that collectively defines the child protection and safeguarding strategy, in conjunction with Headteachers, Executive Team and DSLs including preparing and communicating a Trust wide safeguarding and child protection policy
* Ensure that safeguarding incidents are logged, and stored securely and coded correctly in schools so that there is consistency across the Trust
* Challenge and support the development of skills and knowledge in respect of safeguarding at Trust and school level through training, development, coaching, mentoring and active participation in problem-solving and casework
* Provide safeguarding supervision to DSLs and implement supervision arrangements in the schools
* Provide advice and support and signposting best practice in the Trust to school related to parents/carers/families to promote parent/carer/school partnership
* Monitor and evaluate all data in relation to the safeguarding of pupils
* Make sure that consistent and meaningful pastoral information is used and monitored effectively to raise standards for all pupils in the Trust
* Ensure that each school has effective safeguarding improvement planning in place
* Liaise with the Director of Education/Trust DSL and the Director of Quality Assurance and Development where appropriate, according to respective expertise.

**Other Responsibilities**

* Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
* Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
* Carry out your duties with full regard to the Trust’s published employment policies.
* Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
* Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust’s schools, Director of Education/Trust DSL and other agencies as appropriate to the role of Trust Safeguarding Lead
* Always promote the Trust’s co-operative ethical values
* Any other duties as commensurate with the post.

**ANNUAL LEAVE**

1. The is an expectation that up to 5 days annual leave may be needed to cover the Christmas closure period.

**REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the CEO or the post holder but only after full consultation with the post holder.

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 to reflect or anticipate changes in the job commensurate with the grade and job title.

The role has recently been independently evaluated in respect of responsibilities and pay range.

**PERSON SPECIFICATION**

**JOB TITLE - Trust HR Support Officer**

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| Criteria | Essential | Desirable |
| Education, qualification and professional development | A relevant qualification in education or social work  Degree in a relevant subject | Evidence of participation in recent relevant continuing professional development relevant to a strategic leadership post  Other educational/professional qualifications, especially linked to SEN Designated Safeguarding Lead Qualified |
| Experience, professional skills and knowledge | Direct experience of safeguarding and child protection  In-depth knowledge of statutory and non-statutory guidance to schools and academies on safeguarding, including safer recruitment  Experience of line management and holding others to account with demonstrable positive impact  Understand the linkage between safeguarding and attendance  Experience of analysing and interpreting data  Evidence of managing teams  Experience of supporting all aspects of safeguarding and wellbeing to successfully meet the needs of pupils with complex special educational, social, and emotional needs  Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation specifically related to SEND and safeguarding  Understanding of the importance of partnership working and accepting appropriate support from others, including colleagues and external agencies    Knowledge of LSCB/multi-agency partnership procedures and thresholds.  Experience of providing safeguarding supervision to Designated safeguarding practitioners | Successful development of colleagues  Experience of effectively working with others including other schools/Social Services/Health  Experience in writing/embedding policies related to child protect and safeguarding  An understanding of a range of special needs, especially SEMH, ASD, Cognition and Learning, Physical needs |
| Personal qualities and attributes | Ability to work without direct supervision  Ability to provide a calm, unequivocal advice and support in highly charged or emotive situations  Attention to detail  Ability to work to tight deadlines and remain calm under pressure  Ability to work within a team effectively  Strong analytical skills and ability  Committed to high professional standards  Well organised and efficient  Work flexibly and have an approachable manner  Demonstrates a strong commitment to education and to the ethos of the Schools / Trust  Emotional resilience and ability to build and form working relationships across professional within operational boundaries  Other travel may be required e.g. to schools and to support knowledge sharing  Work flexibly as required in support of the duties of the role | Excellent interpersonal and communication skills including the ability to relate well to people on all levels.  Shows drive, enthusiasm and commitment in the achievement of objectives  Collaborative working style |