**TRUST SAFEGUARDING LEAD**

**JOB DESCRIPTION**



**Hours of work:** 36 x 52 weeks

**Grade:** PO8 £50,826- £53,928

**Department:** Operations

**Accountable to**: Chief Operating Officer

Based at Whitefield Academy Trust, this role reports to a Chief Operating Officer. The successful candidate will be the safeguarding expert within the Trust and offer assurance to the Trust Board, providing guidance and support generally and for specific cases as they arise. They will ensure there is a robust mechanism for monitoring and managing safeguarding and child protection issues across the Trust, providing guidance, support and escalation for academies with safeguarding issues. Audit safeguarding mechanisms within academies and develop training and support to improve safeguarding generally.

**Job Summary**

* To lead on all aspects of Safeguarding across the organisation, keeping fully informed of all current risks ensuring the service heads, executive group and Trustees are able to identify and respond as necessary.
* To ensure all regulatory standards in relation to Safeguarding are maintained providing the service heads, executive group and Trustees briefings on any changes or deviation to practice including the detail behind this change in safeguarding compliance.
* Develop, oversee and monitor a strategy for compliance, culture and quality assurance for Safeguarding across the organisation.
* Provide support and oversight of staff, volunteers and stakeholders with safeguarding responsibilities within the service provision to enable quality improvement in schools and services.

**Principle Accountabilities**

* Identify any safeguarding risks, rating these in terms of severity and likelihood and taking any necessary action.
* To undertake site visits across the trust and attend any necessary stakeholder meetings.
* To undertake investigation into any significant breach in compliance and safeguarding and report to the relevant statutory agency.
* Oversee all regulated activity on site and service management.
* Produce an annual plan to manage safeguarding responsibilities with key outcomes.
* Ensure that the service is compliant with policies, procedures, regulations and
* standards and monitor the compliance against these.
* Manage and, where appropriate, investigate complex safeguarding incidents, identifying and ensuring the implementation of any necessary changes.
* To obtain the necessary safeguarding data and information across the trust to produce a report that demonstrates progress against Key Performance Indicators (KPIs) as well as any themes and trends that are emerging as part of safeguarding incident management.
* Provide advice and guidance to service heads, executive group and Trustees on the requirements the trust is obliged to and expected to meet in fulfilment of its statutory safeguarding duty.
* Provide advice and support on specific complex cases to managers and staff as and when required.
* To undertake an annual Safeguarding audit, which includes all provision and provide a report to the executive group and Trustees.
* All audit outcomes to be shared with services and schools and monitored regularly to ensure progress and areas identified for improvement has been made.
* To work closely with the Chief Operating Officer to provide the necessary input to support the facilitation of audit across the trust.
* Provide expert input to the trust’s Risk Register with regard to operational and safeguarding risks in schools and services.
* Make recommendations for action in order to ensure compliance with regulatory requirements. Check that recommendations are undertaken, sustained and effective with agreed timescales.
* Provide regular reports to Board of Trustees and the Safeguarding Committee that enable Trustees to meet their responsibilities with regard to Safeguarding.
* To liaise with external statutory partners and attend meetings as required providing expertise and support.
* Keep abreast of regulatory compliance and national standards in the development of Safeguarding practice.
* Ensure schools and services have the appropriate capacity, skills and expertise to meet WAT and statutory requirements in regard to Safeguarding.
* Support the organisation in relation to identifying what training is required for the Board, executive group and the wider workforce to undertake in order to fulfil its responsibilities in terms of safeguarding knowledge and compliance.
* Provide support and guidance around the safeguarding practice of volunteers in services.

**Person Specification**

**Trust Safeguarding Lead**

**Qualifications**

**Essential**

* Degree level or equivalent in a relevant field.

**Desirable**

* Post graduate/professional qualifications.
* Social Work Qualification.

**Skills and Abilities**

* The ability to influence and motivate, particularly those that you do not directly line manage.
* The ability to communicate complex concepts and data to a range of audiences.
* Excellent analytic skills that lead to insight and effective action.
* The ability to develop and implement strategic plans.
* The ability to check, test and challenge the implementation of strategic plans.

**Knowledge**

**Essential**

* Excellent understanding of care practice in a range of environments.
* In depth understanding of the statutory and regulatory frameworks for children’s services (education and social care).
* Understanding of quality improvement methods.

**Desirable**

* Excellent knowledge of autism and related conditions.

**Experience**

**Essential**

* Extensive experience of working in a Safeguarding role.
* Evidence of proven impact when undertaking an
* improvement programme.

**Desirable**

* Extensive experience working in schools
* Experience of working with children with SEND
* Extensive experience in working in the health and social care field.
* Excellent knowledge of autism and related conditions.

**Attitudes**

* An absolute commitment to all aspects of safeguarding. A commitment to achieving the best possible opportunities for children and young people with SEN
* An absolute commitment to promoting Equality, Diversity and Inclusion
* Responding to pupils in line with the Trust’s Positive behaviour support (PBS) ethos