

Candidate Information Pack:

Trust Safeguarding Manager

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RUSSELL EDUCATION TRUST

Welcome to Russell Education Trust

Dear Applicant,

Thank you for your interest in the post of Trust Safeguarding Manager at Russell Education Trust.

The Trust was established in 2011 and comprises five schools across the south of England. The schools within the Trust perform significantly above national average in all areas and the Trust is among the top performers in the DfE's MAT performance tables.

We are looking for a talented and committed Safeguarding professional with school experience to play a pivotal role in ensuring the safety and well-being of all children across our Trust.

The post has been advertised as term time only with two additional weeks, but the Trust is prepared to discuss flexible working arrangements. The post will be based in Leatherhead with travel between all schools in the Trust being a requirement.

Please see the application process details in section 5 of this pack on how to apply for the post.

The closing date for applications is **Tuesday 31 October 2023**.

Yours faithfully,

Colin Mackinlay
CEO

Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools spread across the south of England. The effectiveness of the Trust and its schools has been singled out by the DfE and recognised in Ofsted reports. All RET schools were born of partnerships between local parents and RET, and this partnership remains very healthy.

Results across our schools are consistently high and place us in the top 16% of Trusts nationally. The five RET schools develop RET shared systems and best practice through joint working by the Trust's central team and colleagues in schools. RET and parents' representatives sit on Local Governing Bodies, each having a high level of delegation and professional support. For national comparisons to other trusts, RET is 16th for P8; 13 for entering EBacc and 1st for EBacc 4+.

Russell Education Trust's Schools



Bristol Free School (established Sept 2011)

Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity. Teachers have strong subject knowledge, know their pupils well, and use this knowledge to help them learn. Pupils behave well. There is rarely any disruption to learning.

Ofsted 2022



Becket Keys Church of England School (established Sept 2012)

The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.

Ofsted 2014



St Andrew the Apostle Greek Orthodox School (established Sept 2013)

Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.

Ofsted 2018



Kings School Hove (established Sept 2013)

Pupils are confident, articulate and aspiring. They are proud to be part of the school community.

Ofsted 2022



Turing House School (established Sept 2015)

The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.

Ofsted 2018

1. Core Purpose

To play a pivotal role in ensuring the safety and well-being of all children across our Trust. To be responsible for overseeing the application of robust safeguarding policies and procedures, as well as providing guidance and support to staff members and leaders within the trust.

Responsible to: Lead Adviser (Trust DSL)

Key Relationships: Trust and school leadership team and members of central and school support teams responsible for Safeguarding

Location: Leatherhead with regular visits to all RET schools.

Working pattern: Term time plus two additional weeks (41 weeks).
Full-time or part time from 0.6.

Staff responsibilities: The role is focused on supporting safeguarding activity within schools and the Trust.

Salary: £37,652 to £44,145 (pro-rata from £41,141 to £48,236) plus local government pension.

2. Specific Responsibilities

Policy and Procedure Development:

- Develop and maintain comprehensive safeguarding policies and procedures in line with statutory requirements, ensuring they are up to date and in line with best practices

Training and Awareness:

- Co-ordinate and support training programmes to ensure all staff members and governors are equipped with the necessary knowledge and skills to identify, respond to, and report safeguarding concerns
- Promote a culture of safeguarding awareness throughout the trust
- Work with Safeguarding governors

Compliance and Monitoring:

- Monitor and evaluate the implementation of safeguarding policies and procedures across the trust, ensuring compliance with relevant legislation and regulations
- Conduct regular audits and assessments to identify areas for improvement in schools and centrally
- Auditing high-profile cases from school triage meetings and supporting as required
- Providing monthly and ad-hoc updates on safeguarding to advisers and CEO

Support and Guidance:

- Provide expert advice, guidance, and support to school staff members on safeguarding matters, including the management of safeguarding concerns and the appropriate course of action.
- Mentoring for new and developing school safeguarding staff
- Supporting Headteachers and DSLs with LADO referrals
- Coordinating and advising on support for parents for eSafety
- Reviewing and supporting primary transition safeguarding arrangements
- Run safeguarding induction training for new staff
- Central point of contact for casework support for Heads, DSLs and school safeguarding managers
- Collaborate with external agencies as required.

Collaboration and Networking

- Foster strong partnerships with external organizations, agencies, and professionals to stay informed about current safeguarding issues, best practices, and training opportunities
- Represent the Trust in local and regional safeguarding networks and forums
- Lead and develop the Trust DSL network. Lead and develop parts of termly network meetings for safeguarding team

Monitoring and Reporting

- Coordinate and monitor outcomes from termly local governor safeguarding visits
- Oversee the recording, monitoring, and reporting of safeguarding concerns and incidents across the trust
- Monitor low level safeguarding concerns across schools
- Ensure accurate and timely reporting to relevant authorities as required
- Oversee the systems such as reviewing CPOMS for all PEX, SARS
- Reviewing records and support for CP/CIN/LAC
- Review of CPOMS records and implementing support for schools for specific or general issues arising.
- Provide termly reports to the CEO
- Provide analysis to Trustees
- Overseeing termly reports to local governing bodies

Continuous Improvement

- Drive a culture of continuous improvement and challenge in safeguarding practices.
- Regularly review policies, procedures, and systems to ensure they remain effective and responsive to emerging challenges and changes in legislation.
- Actively seek and identify opportunities to enhance the quality of safeguarding arrangements across the Trust.

Continuing Professional Development

- Undertake any professional development necessary as identified by line manager
- Maintain a professional portfolio/record of evidence to support performance management process.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions, including Safeguarding procedures.
- Co-operate with the Trust on all issues to do with Health, Safety, and Welfare.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

Person Specification: Trust Safeguarding Manager

Knowledge/ Qualifications and Experience	Essential (E) / Desirable (D)
Relevant degree/professional qualification in a related field, e.g. social work, youth work or education	D
Extensive experience in a safeguarding role within an educational or social care setting	E
Experience of working with children or young adults in an education setting	E
Experience of liaising with external agencies and professional on child protection matters	E
Experience in delivering safeguarding training	D
Experience in support DSLs through supervision and training	E
Experience of managing own workload and working to deadlines	E
Comprehensive knowledge and understanding of safeguarding legislation, policies, and procedures	E
Strong leadership and communication skills, with the ability to engage and influence a wide range of stakeholders	E
Proven experience in policy development, implementation, and monitoring	D
Excellent verbal and written communication skills	E
Excellent time management, planning and organisational skills	E
Ability to prioritise and multitask whilst managing stakeholder expectations	E
Ability to keep detailed and accurate records	E
Excellent communicator with ability to develop excellent working relationships	E
Ability to work independently and collaboratively within a team	E
Professional and flexible working style	E
Excellent problem-solving abilities using sound logic and pragmatic approach, demonstrating creativity where possible	E
Resilient, proactive and positive attitude	E
Demonstrates a supportive approach and is committed to teamwork	E
Demonstrates an understanding of and commitment to the Trust vision and values	E
Demonstrates a high level of confidentiality, discretion and diplomacy	E
Committed to own continuing professional development	E
Commitment to promoting the welfare and well-being of children and young people	E
Willingness to travel to all Trust schools	E

How to Apply

1. Application Deadline

The closing date for applications is Thursday 31 August 2023 at 10am.

2. Completing Your Application Form

Please complete all sections of the application form in full. Please note the guidance on the form about referees. Only electronic applications will be considered, which are returnable to admin@russelleducationtrust.org.uk. The application form is available on the Trust's website at the following link: <https://russelleducationtrust.org.uk/central-vacancies.php>.

3. Supporting Statement

Applicants are asked to attach a statement to their application outlining why they are attracted to this post and giving evidence of how they meet the person specification. The statement should be no longer than one side of A4 using Arial point 11.

4. Selection Timetable

Closing date:	Tuesday 31 October 2023 at 12pm
Short listed candidates:	Applicants are asked to give a mobile number on their application form which may be used for notification.
References taken up:	Applicants are asked to ensure referees are aware that we will contact them.
Interviews:	Due to the needs of the trust, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are advised to submit your application as early as possible to avoid disappointment.

Further Information

If you have any queries regarding the post then please email Helen Mackinlay, Lead Adviser (admin@russelleducationtrust.org.uk) with any queries or to arrange a telephone discussion.