



**Astrea Academy Trust**

INSPIRING BEYOND MEASURE

# **TRUST SAFEGUARDING OFFICER**

**CANDIDATE PACK**



# Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities, and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO at Astrea Academy Trust



# Job Description

JOB TITLE:

**Trust Safeguarding Officer**

REPORTING TO:

**Head of Safeguarding**

SALARY RANGE:

**£36,343 - £40,630**

CONTRACT TYPE:

**Permanent**

WORKING PATTERN:

**Full time**

**37.5 hours per week, 52 weeks per year**





# Role Description

## Purpose

The post holder will work as part of the Central Safeguarding team and under the line management of the Head of Safeguarding. The purpose of the role is to drive the continued improvement of safeguarding practices across the Trust and to provide vital advice and support to schools. The postholder will support safeguarding leaders across the Trust through upskilling, high quality training and quality assurance. The Trust safeguarding officer will support the Head of Safeguarding across a range of responsibilities as required and will deputise for them as required.

## Main Duties and Responsibilities

- Giving expert safeguarding advice to schools and central colleagues, including case mapping
- Under the direction of the Head of Safeguarding undertake safeguarding quality assurance activities, advising on or implementing remedial actions
- To provide DSL upskilling sessions as directed by the Head of Safeguarding
- With the Senior Safeguarding Manager, to convene and facilitate safeguarding community network and events, including talent mapping and supporting succession planning
- To support the implementation of the framework for post-incident and post-investigation reflection and improvements, ensuring that “lessons learned” inform practice across the Trust
- To act as second-in-department, providing support and advice to the Senior Safeguarding Manager deputising where necessary
- To support the development and delivery of consistent, high-quality safeguarding training across the Trust
- To support the Senior Safeguarding Manager in their reporting accountabilities to the executive board and Trustees through data collection, analysis and insights, including high-quality written reports and presentations
- To support the Senior Safeguarding Officer in ensuring that all safeguarding policies and procedures are kept up-to-date and that relevant review tools and risk logs are completed in a timely manner.
- To support the Senior Safeguarding Manager, Principals, DSLs, and others in forging partnerships with agencies and parents/carers
- To support the Senior Safeguarding Manager in all duties as required
- To keep informed of current legislation, statutory and other guidance with regards to safeguarding, child and adult protection.
- To keep informed of current legislation, statutory and other guidance relating to data protection and the appropriate sharing of information.
- To establish and maintain positive working relationships with relevant statutory, voluntary and community agencies.
- To act in accordance with Trust policies at all times, ensuring a high standard of professionalism.

# Person Specification

## Skills and Knowledge & experience

- Designated Safeguarding Lead experience
- Extended knowledge of safeguarding issues and how to respond accordingly
- Extended knowledge of safeguarding legislation, practices, and procedures both at local and national level
- Evidence of supporting and advising other professionals on safeguarding matters
- Experience of working effectively with multi-agency safeguarding partners
- An extended knowledge of relevant legislation including, but not limited to Keeping Children Safe in Education, Working Together Safeguard Children, and Teaching online safety in schools.
- Knowledge of the CPOMs recording system
- Knowledge of Safer Recruitment procedures, including maintaining a compliant Single Central Record
- Excellent communication, presentation, and ICT skills
- Excellent interpersonal skills
- Ability to anticipate and solve problems
- Creative and flexible thinker
- To create and promote positive working relationships
- Understand the importance of inclusion and the ability to ensure that all staff adopt inclusive practices
- Ability to travel between sites
- Commitment to safeguarding and promoting the welfare of children and young people
- Willingness to undergo appropriate checks, including enhanced DBS checks

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Trust ethos
- Have a confident and diplomatic approach and an awareness of the importance of confidentiality

**This is not exhaustive**





# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people.

