



Meridian
Trust

Recruitment Pack

Welfare & Safeguarding Lead

NeneGate School



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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

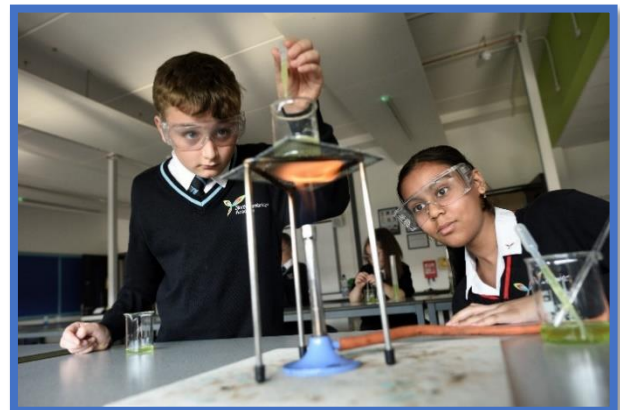
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support



- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply

To apply please complete the online form on My New Term. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 22/01/2025

Interviews: 29/01/2025

For any questions about the application process please contact: Sangeeta

Ravalia Email: sravalia@nenegate.org

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Welfare and Safeguarding Lead (Secondary / Special)
JD Reference:	STD ED 19
School/Academy:	NeneGate
Weeks:	41 Weeks
Hours of work:	37 Hours
Salary:	Grade 10
Responsible to:	Headteacher

Role:	To work under the professional direction of the Headteacher and SLT.
Purpose of the job:	Manage, implement and review the strategy for family work within the academies Plan and deliver practical support, advice and guidance to vulnerable children and their families to support students' academic, therapeutic, and pastoral needs.

Responsibilities and Accountabilities:

Main responsibilities

- Work closely with the Inclusion Leader, Headteacher, and Inclusion team to ensure the welfare of students attending the academy.
- Act as designated safeguarding lead for the academy, overseeing the child protection work and cause for concern records for the whole academy.
- Co-ordinate the early help pathway provision, complete assessments and attend panels to present cases where necessary.
- Identify and address the needs of the most vulnerable students and families in order to overcome barriers to learning.
- Support families to be the best parents they can be so that they are able to support their child's learning and wellbeing.
- Work in collaboration with the Safeguarding team to ensure continuing and cohesive support for identified families.
- Work with professionals in school and families to promote good school attendance and implement Meridian Trust Attendance procedures

Specific responsibilities: Welfare and Safeguarding

- Take responsibility for child protection and for those students looked after by the Local Authority in liaison with other senior DCP leaders.
- Promote Child Protection Awareness within the Academies, offering guidance on the Framework for Assessment of Need.
- Advise and provide CPD to staff within the academies and across the trust on safeguarding matters as academy, local and national needs require.
- Liaise with the Child Protection Team and Social Services where there are Child Protection concerns and initiate referrals for an Initial Assessment of Need.
- Adhere to protocols where referrals to Social Care and Health should, wherever possible, be with the knowledge and / or consent of the student and / or their parents, unless to obtain such consent would place the child at risk of significant harm.
- With colleagues, help identify factors affecting an individual students' wellbeing and behaviour within the academies and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
- Work with vulnerable children and their families as identified by the Headteacher for inclusion and undertake assessment, including Early Help Assessments. Develop a plan that meets their needs, addresses family issues and supports them to access appropriate services to enhance the team around the family.
- Highlight the importance of sharing arrangements in relation to the referral and assessment process for vulnerable students living within their own families who may be in need.
- Support students and families who are at risk of academy exclusion because of a number of factors including poverty, poor housing, refugee status etc.
- Work alongside named teacher for LAC to support with the paperwork and meet emotional needs of the students.
- Liaise with the Virtual School to ensure Personal Education Plans are followed by LAC.
- Conduct home visits in accordance with academy procedures.
- Promote effective transitions at key points in students lives, e.g. pre-school, Reception, Primary and Secondary.
- Work closely with other schools to ensure information sharing and continued support for vulnerable families and students.
- Support the work of the DSL and pastoral team (equivalent to 1 day per week).

- Support in the transition process of vulnerable children moving to and from the school.
- Attend case conferences, core group meetings, Child In Need (CIN) and Team around the Child (TAC) meetings, outside term time if required.
- Plan, monitor and evaluate any programmes offered to Students and /or families.
- Keep accurate records of information, referrals and completed work.
- Establish effective communication with staff to ensure student's needs are met and use detailed knowledge and specialist skills to support learning and progress, promote independence and develop social/emotional needs.
- Maintain appropriate resources, databases, and case files e.g., Outcome Stars, CP files and making notes at meetings.
- Maintain confidential, efficient and comprehensive CP records, providing regular reports as required.
- Help identify factors affecting an individual pupil's well-being and behaviour in school and at home and facilitate appropriate interventions with other professionals and agencies where necessary.
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour to promote students' self-control and independence to ensure good behaviour and respect for others are maintained.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Support the role of parents / carers in students' learning and contribute to meetings.

Specific responsibilities: Family Engagement

- Develop home / academy links to encourage good communication between the academy and families.
- Help with parenting skills by providing parenting guidance and support either in a one to one setting or to groups. Deliver the parenting course on an annual basis.
- Provide advice on how to develop and maintain positive discipline.
- Work with the Attendance Lead to look at data and prioritise case work and activities.

- Provide help to families to access information and benefits.
- Provide practical help and emotional support for families particularly at times of crisis.
- Organise meetings, drop-ins and forums at appropriate times and venues to support parents' needs.
- Support parents' attendance at appointments with outside agencies and follow up as appropriate.
- Engage families in activities which support students learning.

Support to the School/Academy/Place of work:

- Participate staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the values of Meridian Trust and work with the ethos of the academy.
- Follow academy policies, practices and procedures.
- Be aware of, and comply with, policies and procedures (safeguarding policy and procedures, health, safety and security, confidentiality and data protection) in all work undertaken.
- Accompany staff and students on visits, trips and out of school activities as required.

Data Security:

- Act under legal provisions regulating confidentiality and security of data and information following GDPR regulations.

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
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Keep up to date with current and new legislation and statutory guidance.
- Participate in relevant training and maintain an up-to-date working knowledge of relevant issues, disseminating this information to other pastoral and support staff as appropriate.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.



**Person Specification:
Welfare and Safeguarding Lead**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language.	✓		A
2	Educated to Degree level or equivalent.	✓		A
3	Trained DSL with relevant experience.	✓		A
4	Trained DSL.		✓	A
Experience		Essential	Desirable	Assessment
5	Experience of working with multi agency teams in an education setting.	✓		A/I
6	Experience of working with children across all key stages (EYFS, KS1, KS2, KS3) with evidence of having achieved successful student outcomes.	✓		A/I
7	Experience of working in a pastoral care role within a school environment.		✓	A/I
8	Experience of line managing a team.		✓	A/I
9	Experience of working within a Primary setting.	✓		A/I
10	Experience of working LA, with LA policies and procedures.		✓	A
Knowledge and understanding		Essential	Desirable	Assessment
11	Understanding of the education system.	✓		A/I
12	A good knowledge of the SEND Code of Practice.	✓		A/I
13	Understanding of how children learn.	✓		A/I



14	Knowledge of the concept of confidentiality.	✓		I
15	Awareness of child protection issues.	✓		I
16	Experience of community outreach work.		✓	A/I
17	First aid certificate.		✓	A
Skills and abilities		Essential	Desirable	Assessment
18	Skilled at making and sustaining positive relationships with children.	✓		I
19	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners.	✓		I
20	Able to work closely with students who are finding learning difficult, or those who have experienced a feeling of failure.	✓		I
21	Ability to use language and other communication skills that parents, and students and staff members can understand and relate to.	✓		I
22	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students.	✓		I
23	Able to work closely with the wider school community in the development of provision for vulnerable students.	✓		I
24	Excellent written and oral communication skills.	✓		I
25	Ability to contribute to team meetings and contribute ideas.	✓		I



Personal Qualities		Essential	Desirable	Assessment
27	Willingness to undergo further training and development.	✓		I
28	Positive and enthusiastic approach towards work.	✓		I
29	Ability to act on own initiative.	✓		I
30	Kindness and empathy towards students and colleagues.	✓		I
31	Ability to work as part of a team effectively.			I
Child Protection		Essential	Desirable	Assessment
32	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
33	Flexibility of working hours.	✓		A/I