



Designated Safeguarding Lead

# Recruitment Pack



Nurturing Inclusive learning communities



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## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of **xx** at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We will soon have six Academies: Ethos School, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy (due to join the Trust during Spring 2023) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster  
CEO, Ethos Academy Trust





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## HEADTEACHER WELCOME

### Dear Applicant

Evolve Academy is based in Wakefield, West Yorkshire and is a part of the Ethos Academy Trust. Evolve Academy is a well-established pupil referral unit in Wakefield, specialising in supporting Key Stage 2/3 pupils with wide-ranging social, emotional and mental health (SEMH) needs.

At Evolve Academy, we believe that all pupils deserve the opportunity to be supported to re-engage with learning and school life. We achieve this within a stimulating, safe and welcoming environment, where the curriculum is personalised to meet the differing needs and interests of all our pupils. Our staff pride themselves on offering a nurture-based approach and a high-quality educational provision that supports pupils to achieve positive outcomes and become ready to move onto further success in their next educational setting.

We are committed to ensuring that our staff are fully equipped to deliver a personalised, aspirational offer that meets the needs of all pupils. We therefore have a comprehensive staff training programme to enable our team to continue to develop their knowledge, skills and practice, with a high focus on supporting all aspects of SEMH needs.

We are seeking to appoint an experienced and enthusiastic Senior Inclusion Worker to work at Evolve Academy. The role will involve working at our Lupset and Castleford site. The successful applicants must be dedicated in supporting our young people reach their full potential. I would like to thank you for your interest in Evolve Academy and I look forward to receiving your application.



David Kiss  
Head Teacher, Evolve Academy



# TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



## Leading

**with integrity**

- Championing honesty and transparency
- Building trusting relationships



## Encouraging

**freedom and responsibility**

- Working collaboratively
- Investing in effective partnerships



## Thinking

**innovatively**

- Finding creative solutions
- Meeting individual needs



## Improving

**continuously**

- Raising standards
- Developing strong and effective leaders



## Celebrating

**achievement**

- Improving academic progress
- Enriching personal development

**ETHOS**  
ACADEMY TRUST

Nurturing inclusive learning communities





Nurturing inclusive learning communities

**Ethos College** provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



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**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



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**Elements Academy** opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We are able to offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.

**WHY WORK FOR THE TRUST?**



Nurturing inclusive learning communities

**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities


**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



**Outreach** Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.



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Ethos Academy Trust spans West and South Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the children and young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the Central Trust teams, with other academies and Multi Academy Trusts on a local and/or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.





I started working for Ethos College around 11 years ago as a Grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then, I have not looked back! I am now working within the Senior Leadership Team at Ethos College, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being part of the transformation of the lives of our young people is an absolute privilege.

**EMMA GANNON,**  
ASSISTANT HEADTEACHER –  
ETHOS COLLEGE







I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust twelve years ago as an inclusion worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I gained a role as Deputy SENDCo, with a promotion to SENDCo at Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS, SENDCO - REACH ACADEMY**



During my 6 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role two years ago, I am now a member of the Senior Leadership Team at Ethos College and have been supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE**, ACTING ASSISTANT HEADTEACHER - ETHOS COLLEGE





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## Designated Safeguarding Lead

Job Title Designated Safeguarding Lead

Grade 11

Hours –TTO + 15 days

Permanent

Closing date: 20<sup>th</sup> February 2023 9am

Full time salary – (Points 31-33) FTE £37261-£39493 /Actual TTO+15 £34036 - £36075

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint a **Designated Safeguarding Lead** to join our passionate and hardworking team at **Evolve Academy**.

If you are looking for a new and rewarding challenge in education and you are committed and passionate to making a difference, then we look forward to hearing from you.

Closing date: 20 February 2023 at 9am

Interview date: 27 February

If you require further information or would like to arrange a visit, please contact [cheptinstall@eat.uk.com](mailto:cheptinstall@eat.uk.com)

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>



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## DESIGNATED SAFEGUARDING LEAD JOB DESCRIPTION

<b>Job title</b>	Designated Safeguarding Lead
<b>Location</b>	Evolve Academy
<b>Hours</b>	37
<b>Reports to</b>	Head Teacher
<b>Staff responsible for</b>	Pupil Engagement and Attendance Officer Deputy DSLs
<b>Closing Date</b>	20 <sup>th</sup> February 2023 at 9am
<b>Salary/Grade</b>	Grade 11 (Points 31-33) FTE £37,261-£39,493 Actual TTO+ 15 £34,036- £36,075
<b>Job Purpose</b>	<p>This is an exciting and integral role at Evolve Academy at a crucial time in our journey. As a member of the Senior Leadership Team, you will be required to model best practice and lead on all safeguarding issues. There will be the opportunity and requirement to work in partnership with mainstream schools as well as contributing to the strategic development of the Academy and wider strands of provision within Ethos Academy Trust.</p> <p>The post holder will safeguard children and vulnerable young people at risk. The post-holder will lead on the operational aspects of safeguarding throughout the school and will be the named designated safeguarding lead for the school. The post-holder will contribute to ensuring the school meets its statutory requirements for safeguarding as set out in Keeping Children Safe in Education (KCSIE) along with other legislation, statutory guidance and local protocols.</p>





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## KEY OBJECTIVES AND ACCOUNTABILITIES

### Duties

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
- Have a positive attitude towards working with vulnerable young people including the ability to be understanding, responsive, calm and supportive.
- Be a lead professional and positive role model within our community; helping others to recognise difference and respect cultural diversity.
- Lead by example in determining the professional conduct and practice of all staff to the highest standard.
- Ensure that appropriate training is sourced, delivered and documented to fulfil all statutory and Trust-wide requirements.
- Demonstrate day to day commitment to the Trust's vision, mission and core values.

### Safeguarding

- Fulfil the role of Designated Safeguarding Lead (DSL) for the academy, assuming responsibility for safeguarding pupils/staff and visitors.
  - Promote a safe environment in school for vulnerable children and young people, providing cross school operational leadership on safeguarding, including monitoring the quality of interventions to support students to stay on course, succeed and progress.
  - Work across school with all curriculum departments and service areas to provide support, advice, information and expertise around safeguarding arrangements including individual cases along with preventive approaches.
  - Responsibility for ensuring safeguarding procedures are in place, including undertaking the annual audit and termly reporting to the SLT.
  - Refer cases of suspected abuse and neglect to the local authority children's social care and support staff who make referrals into these and other services.
  - Keep detailed, accurate and secure written records of concerns and referrals using the Child Protection Online Monitoring System (CPOMS), monitoring and improving the quality of recording and reporting.
  - Establish procedures to promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that students who have or have had a social worker with teachers, pastoral staff and others as appropriate.
  - Support with regards to the requirements of the Prevent duty providing advice and support to staff on protecting students from the risk of radicalisation.
  - Lead on processes around school policy and practice in respect of safeguarding risk assessments, monitoring quality, recording and compliance working closely with curriculum and support and professional services departments.
  - Lead on the development of coherent safeguarding action planning processes, which bring together a range of development priorities and recommendations. Monitor and report on progress against plans.
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- Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of pupil safeguarding, offering guidance and support to colleagues.
  - Liaise with key colleagues to ensure the SCR is updated and fully compliant with statutory requirements.
  - Report on safeguarding to the SLT, CEO and Trustees on a termly basis.

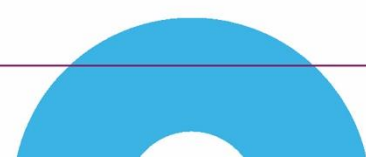
### **Induction and management of staff and pupils**

- Pupils - work with key staff within and beyond the Trust to ensure that new referrals from the Single Point Referral (SPR) Panel and Day 6 notifications are managed effectively, resulting in integration to the academy in a timely manner. This will involve liaison with families, schools and external agencies to ensure that the induction process is thorough and enables a smooth transition supported by relevant partners.
- Staff – Lead on the induction of new staff, working with line managers and the HR team to ensure that a thorough and extensive induction timetable is implemented for all new staff.
- Work with/manage the Pupil Engagement and Attendance Officer to ensure all pupils are safeguarded when not attending and appropriate processes are followed to support improved attendance for these pupils.
- Manage and support Deputy DSLs to ensure adequate cover for the role is in place.

### **Multi-agency working**

- Further develop and maintain partnerships with key local and national stakeholders and including local authorities, schools and higher education providers, voluntary sector partners, employers and other agencies.
- Develop relationships and act as a point of contact for external agencies, including networking and participation in external meetings which will improve experience and outcomes for students and local communities.
- Attend, promote and contribute to specific working groups such as the DSL network, Safeguarding and Attendance professional network and Prevent QA panel.

### **Health and Safety**

- Act as the Health and Safety (H&S) lead for Evolve Academy alongside the School Business Manager and CFOO.
  - Work with H&S leads throughout the Trust to ensure Evolve Academy is compliant with all statutory and non-statutory procedures, and support the implementation of new procedures.
  - Work with central functions (CFOO) to ensure the building is compliant with all H&S requirements and work with key colleagues to ensure that training is implemented including fire safety management and lockdown procedures.
  - Support in the population of H&S incident reports and champion the need for staff and pupil H&S incidents to be recorded and reported.
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- Support colleagues to undertake risk assessments for onsite activities and external visits and assume the role of EVC to sign off necessary risk assessments using appropriate systems.
- Lead on the management, amending and updating of Evolve risk register, alongside other SLT members.

## General

- Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
- Ensure compliance with national policy, local protocols and statutory responsibilities, including maintaining oversight of accurate record keeping and systems for audit of records and delivering improvements as required
- Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act.
- Carry out such reasonable additional duties as may occur from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.
- Lead meetings, planning activities and staff development within teams and across school. Attend and contribute to team meetings, planning days and other directorate and school staff events.
- Work with key internal colleagues to ensure all school liaison meetings are effective and documented and ensure a joint responsibility for each pupil.
- Attend all necessary training to be able to positively contribute to all multi-disciplinary meetings.

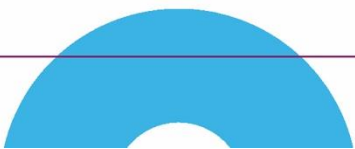
## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	GCSE (or equivalent) in English and Math	E
	Educated to degree level	D
	Designated Safeguarding Training (Level 4). Or relevant experience.	E
Relevant Experience	Successful leadership and management experience in a school or other relevant organisation	D
	Experience of managing safeguarding in a school or other relevant organisation	E





	Experience of building relationships with children and their parents, particularly the most vulnerable	E
	Experience of working and communicating effectively with relevant agencies	E
	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	E
	Experience of delivering training and presenting to a range of audiences.	E
Aptitudes, skills and competencies	Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	E
	Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E
	Awareness of local and national agencies that provide support for children and their families	E
	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
	Effective communication and interpersonal skills	E
	Ability to communicate a vision and inspire others	E
	Ability to build effective working relationships with staff and other stakeholders	E
	Knowledge of supporting children under Section 17 Children Act 1989, due to having a disability	D
	Experience of supporting families whose child are on a Section 17 Child in Need Plan.	D
Any additional factors	Knowledge or experience of special schools and pupil referral units	D
	Have a good understanding of harmful sexual behaviour (HSB) and Child-on Child abuse	E





	Hold a full driving licence	E

### Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

### Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

### GDPR

A copy of our Privacy Notice is available via our website: [www.eat.co.uk](http://www.eat.co.uk)

