



**WE ARE** ASTREA

**DESIGNATED SAFEGUARDING LEAD  
(Primary Phase)**

**ASTREA ACADEMY SHEFFIELD  
PART OF ASTREA ACADEMY TRUST**

**APPLICANT BRIEF**





## O OPEN LETTER FROM THE CHIEF EXECUTIVE, ROWENA HACKWOOD

Dear Candidate,

This is a hugely exciting time for our family of academies. The Trust has been recognised by the department for Education as being well placed to **raise standards** and **achieve excellence** for pupils in a growing number of academies.

We are an **inclusive**, all-through Trust that was established to tackle historic **educational disadvantage** and to play our part in the **social regeneration** of the areas in which we work and we are presented with a rare opportunity to make a real difference to the lives and **life chances** of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving **long term sustainability** for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of '**one Astrea**' across our academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and **development** opportunities across the Trust. The Trust provides a strong culture of **collaboration** and **support**, together with **high expectations** for staff and pupils alike.

Those we recruit can demonstrate that they **share our values**, are highly motivated to work with colleagues in and beyond their academy to **continuously develop** their skills and pursue **professional excellence**; are committed to providing the highest standards of teaching for all children and to ensuring each child, irrespective of socio-economic background, circumstance or ability, has **equity of access** to an educational experience that supports their **individual needs**.

If this is you, then we would be delighted to receive your application.



**Rowena Hackwood**  
Chief Executive, Astrea Academy Trust



## O PEN LETTER FROM THE REGIONAL DIRECTOR, ANDREW CROSSLEY

Dear Candidate,

We are excited to be recruiting a Primary Designated Safeguarding Lead at Astrea Academy Sheffield as we look to the next phase of its development.

Astrea Academy Sheffield is on an exciting journey. As a new school in 2018 with nursery and reception pupils upon opening, it has now has pupils from nursery to year 3 and will be fully grown over the next 3 years. The safeguarding team have developed strong safeguarding practices and procedures and work with our trust policies to ensure that our pupils are kept safe. They work with both trust and locality partners to ensure our pupils are safeguarded and know how to keep themselves safe across a variety of areas (including attendance, the curriculum, safeguarding reporting etc.). We now seek the right leader who will embrace these firm foundations and continue to ensure safeguarding is at the centre of all we do, both in the classroom and outside of it.

This pack contains the information of the opportunity with us. The successful candidate will share the Trust's vision for a brilliant education, underpinned by robust safeguarding, experts in the classroom, a world-class curriculum and excellent behaviours.

We are looking for someone who is therefore committed to ensuring robust, uncompromising safeguarding of pupils, with a track record of developing a safeguarding culture in schools. Alongside the academic curriculum, the Trust also aspires to develop cultural capital and opportunities for personal development that enable the Trust's pupils to leave our schools equipped for their next educational and life stage. The successful candidate will embrace the opportunity to work with Trust and school leaders, to drive the further development and implementation of Astrea's strategies across all of our primary schools.

If you are a passionate, authentic and driven leader who has high expectations and aspirations and believes that we have a collective responsibility for our pupils please contact me via [andrew.crossley@astreaacademytrust.org](mailto:andrew.crossley@astreaacademytrust.org) and we can discuss the opportunity further.

I look forward to hearing from you.

**Andrew Crossley**  
**Regional Director of Primary**



## JOB DESCRIPTION

<b>SALARY</b>	Sheffield Grade 6- points 21 - 26 (£26,975 - £30,984)
<b>CONTRACT TYPE</b>	Permanent
<b>HOURS</b>	37 hours per week (52 weeks)

### Purpose

The Designated Safeguarding Lead is responsible for taking the lead responsibility for safeguarding and child protection (including online safety). Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and interagency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children. They are a key senior leader in the school's duty to safeguard children, including through areas such as the safeguarding curriculum and attendance. The Designated Safeguarding Lead will work with the senior team to establish a strong culture of safeguarding through all stakeholders in the school.

### Key Elements

#### Safeguarding Leadership

- Safeguard pupils as the Designated Safeguarding Lead for Primary and Early Years pupils (both in school, and where necessary, through home visits)
- Work with families, empowering them to gain the most from educational opportunities and extended services
- Ensure accurate and effective reporting and logging of safeguarding concerns (for example through training of staff and monitoring of systems such as CPOMS)
- Ensure appropriate, timely responses to safeguarding concerns (including attendance)
- Work with other leaders to develop and embed a culture of safeguarding throughout the school (including the safeguarding curriculum)
- Work closely with other key members of staff (for example the designated teacher for looked after pupils or family support worker), working effectively to support pupils and families
- Keep up to date with safeguarding updates, legislation and guidance; disseminating this information to the appropriate staff
- Ensure staff are appropriately trained to deal with safeguarding issues
- Enable pupils to overcome barriers to learning
- Ensure that information is shared appropriately
- Guarantee the voice of the child is heard throughout the school's safeguarding work
- Lead and foster effective external relationships, including the local community and other stakeholders
- Attend and contribute to relevant meetings (for example child protection conferences, core group meetings and academy reviews), leading where appropriate
- Report to and share information with key stakeholders (for example LADO, Astrea Regional Director, Local Governing Committee)



- Contribute to the overall direction of Astrea and participate in appropriate Astrea networks (for example Safeguarding and Attendance)

### **Pastoral and Family Welfare Support**

- Lead, manage and supervise members of school staff involved in pastoral activities and monitor their work
- Formulate and implement whole school strategy to identify pupils who would benefit from additional support, and enact said support
- Assess pupils upon entry or return to school and identify those who need additional support in overcoming barriers
- Work with other key staff to implement action plans for individual children who need particular support
- Work directly with pupils who need support, as appropriate
- Assist families to access agencies where necessary, ensuring their child benefits fully from the support that is available to them
- Encourage parents and carers to attend school events (for example parents' evenings, SEND reviews etc.)
- Attend parents evenings
- Plan appropriate parental workshops and family learning opportunities

### **Attendance and exclusion**

- Promote good attendance throughout the academy
- Monitor pupil attendance alongside other members of the attendance team and ensure that absences are followed up on appropriately (including following CME procedures and the Astrea Attendance Policy)
- Make referrals and liaise with other agencies including the Education Welfare Service
- Work with families to support pupils with emotional and behavioral difficulties where poor/irregular attendance is identified and/or where a child is at risk of exclusion, in order to minimize the risk of exclusion/absenteeism
- Forming part of the school's strategy to reintegration, where a pupil is returning from exclusion or a long period of absence
- Have responsibility for compiling, analysing and reporting on attendance and exclusions etc.

### **Management of behaviour**

- Promote positive behavior throughout the school
- Remain up to date with de-escalation and positive handling training
- Support staff to maintain positive behavior throughout the day, including at break and lunchtimes
- Follow the school's behavior policy at all times
- Lead and manage the school's lunchtime supervisors



# PERSON SPECIFICATION

<b>Relevant Experience</b>	<b>Essential</b>	<b>Desirable</b>
Recent relevant experience in relative discipline	*	
Experience of development, management and operation of administrative systems	*	
<b>Education and Training</b>		
4 GCSEs A*-C (or equivalent), including English and Maths.		*
Level 3 or equivalent qualification		*
Safeguarding Children Level 3 Designated Lead Training	*	
Significant experience of working with children/young adults in a formal role	*	
<b>General and Special Knowledge</b>		
Very good numeracy/literacy skills	*	
Very good ICT skills	*	
Experience of School Information Management Systems	*	
Effective use of ICT and other specialist equipment/ resources	*	
Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	*	
<b>Skills and Attributes</b>		
Ability to relate well to children and adults.	*	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	*	
Ability to self-evaluate learning needs and actively seek learning opportunities	*	
<b>Additional Factors</b>		
This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	*	

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*