

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Executive Director: Safeguarding and Student Experience	Location	Head Office
Salary	Negotiable	Contract & Hours	Permanent Full-Time
Department	Central Team - Education	Reports To	Director of Education
Travel	Significant travel across the trust's schools, with occasional overnight stays required.		

JOB PURPOSE:

To provide strategic leadership and oversight of safeguarding, personal development, behaviour, and careers education across the Creative Education Trust. The Executive Director will ensure that all students experience a safe, inclusive, and enriching educational environment that supports their wellbeing, character development, and future success. As a senior leader, the postholder will line manage key functional leads and school leaders, report to relevant governance committees, and represent the Trust externally to uphold its values and drive continuous improvement in student experience.

KEY RESPONSIBILITIES AND DUTIES:

Strategic Leadership & Oversight:

- Develop and lead the Trust-wide strategy, and related 'frameworks', for safeguarding, behaviour, personal development, and careers education.
- Ensure alignment of these strategies with the Trust's vision, the values of 'opportunity, equity and ambition', and the trust's chosen key performance indicators and educational priorities.
- Provide expert guidance and direction to senior leaders across the Trust to ensure consistent, high-quality provision in all areas of responsibility.
- Monitor and evaluate the impact of strategic initiatives, using data and stakeholder feedback to identify the extent of progress towards key performance indicator objectives and drive continuous improvement.

Safeguarding:

- Provide strategic leadership for safeguarding across the Trust, ensuring the implementation and periodic review of the CET Safeguarding Framework, and maintaining a culture of vigilance and compliance with statutory responsibilities.
- Line manage the Head of Safeguarding and oversee, and contribute to, the implementation of safeguarding policies, training, and audit processes.
- Act as the Trust's senior safeguarding lead, reporting to the Safeguarding Committee and ensuring robust governance and accountability.
- Lead on serious case reviews, safeguarding investigations, and liaison with external agencies including local authorities and regulatory bodies.

Personal Development:

- Oversee the implementation, and periodic review of, the CET Personal Development Framework that supports students' character development, wellbeing, and life skills.
- Line manage the Head of Personal Development to ensure high-quality delivery of PSHE, enrichment, student leadership, and mental health initiatives.
- Promote a culture of inclusion, respect, and ambition, ensuring all students have access to opportunities that broaden their horizons and build resilience.
- Monitor and evaluate the impact of personal development programmes, using data and student voice to inform continuous improvement.

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Behaviour:

- Provide strategic oversight of behaviour and attitudes across all Trust schools, in accordance with the CET Behaviour Framework, promoting high expectations and ensuring positive relationships, consistency, equity – including support for pupils who struggle to manage their behaviour.
- Line manage the Head of Behaviour to develop and implement behaviour policies, training, and support systems.
- Support Headteachers and Principals in embedding a positive behaviour culture that promotes learning, safety, and respect.
- Analyse behaviour data and trends to identify areas for intervention and share best practice across the Trust.

Careers:

- Lead the Trust's careers strategy, ensuring all students receive high-quality, impartial careers education, information, advice, and guidance (CEIAG).
- Line manage the Head of Careers to ensure compliance with the Gatsby Benchmarks and statutory guidance.
- Build partnerships with employers, further and higher education providers, and industry bodies to enhance students' career pathways.
- Monitor the impact of careers provision on student destinations and progression, reporting outcomes to the Education Standards Committee.

Governance & Accountability:

- Serve as the lead officer reporting to the Education Standards Committee and Safeguarding Committee, ensuring transparency, compliance, and strategic alignment.
- Prepare and present high-quality reports, data analyses, and risk assessments to Trustees and senior stakeholders.
- Ensure all safeguarding policies and practices meet statutory requirements and reflect best practice across the Trust.
- Act as the Designated Safeguarding Lead (or oversee the DSL network), ensuring robust safeguarding culture and systems are embedded across all schools.

Leadership & Line Management:

- Line manage and support the development of the Head of Safeguarding, Head of Personal Development, Head of Behaviour, and Head of Careers.
- Provide direct line management to Headteachers and Principals, ensuring they are supported and held accountable for delivering outstanding student experiences.
- Foster a culture of collaboration, high expectations, and professional growth across all areas of responsibility.
- Lead performance management processes, talent development, and succession planning for key leadership roles.

Representation of Creative Education Trust & Influence:

- Act as a senior representative of the Trust in external forums, partnerships, and networks related to student welfare, safeguarding, and personal development.
- Build and maintain strong relationships with external agencies, regulators, and local authorities to support the Trust's safeguarding and student experience agenda.
- Champion the voice of students across the Trust, ensuring their experiences and perspectives inform strategic decisions.
- Promote the Trust's key values of opportunity, equity and ambition and our commitment to inclusion and excellence in all areas of student life.
- Develop partnerships with key stakeholders including other Multi-Academy Trusts, especially the members of The Queen Street Group, the Department for Education, local authorities, Teach First, Ambition School Leadership and any other individuals or agencies who are important to the success of Creative Education Trust.

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- Keep abreast of developments in the UK independent and state education systems, as well as internationally, and evaluate new ideas for implementation as appropriate.

This job description is not exhaustive and will be reviewed annually as part of the performance management process. The post holder may be required to undertake any other reasonable duties as directed by the Director of Education, in line with the evolving needs of the trust.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree Educated • Qualified Teacher Status • Relevant professional qualification in education, safeguarding, or leadership. • Evidence of continuous professional development in leadership, safeguarding, or student welfare. 	<ul style="list-style-type: none"> • Postgraduate qualification in education, leadership, or a related field. • Designated Safeguarding Lead (DSL) training or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> • Proven senior leadership experience within a multi-academy trust, local authority, or large educational organisation. • Significant experience in leading in one or more of safeguarding, behaviour, personal development, or careers education at a strategic level. • Experience of line managing senior leaders and holding them to account. • Experience of working with governance structures and reporting to boards or committees. • Experience of leading change and improvement across multiple schools or settings. 	<ul style="list-style-type: none"> • Experience of working with external agencies, regulators, and local authorities. • Experience of leading serious case reviews or complex safeguarding investigations. • Experience of developing Trust-wide or system-wide strategies. • HMI or other inspection experience.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • In-depth knowledge of statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and best practice. • Strong understanding of the education inspection framework, particularly in relation to personal development, behaviour, and leadership. • Knowledge of the Gatsby Benchmarks and statutory careers guidance. • Understanding of the challenges and opportunities in multi-academy trust settings. 	<ul style="list-style-type: none"> • Awareness of national policy developments in student welfare, safeguarding, and education reform. • Understanding of trauma-informed practice and inclusive education approaches.

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SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Exceptional leadership and people management skills, with the ability to inspire and influence at all levels. • Strong analytical skills, with the ability to interpret data and use evidence to drive improvement. • Excellent communication and presentation skills, both written and verbal. • Ability to build effective relationships with a wide range of stakeholders, including students, staff, governors, and external partners. • High-level strategic thinking and planning skills. • Committed to the values and mission of the Creative Education Trust. • Passionate about improving outcomes and experiences for all students, particularly the most vulnerable. • Resilient, reflective, and solution-focused. • High levels of integrity, professionalism, and emotional intelligence. • A visible and approachable leader who models high expectations and empathy. • A champion for equity, diversity, and inclusion in education. 	<ul style="list-style-type: none"> • Skilled in conflict resolution, negotiation, and managing sensitive issues with discretion. • Ability to represent the Trust confidently in public and professional forums. •
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.