



TLET Central



ASHLAWN  
SCHOOL

Trust Lead for Safeguarding

Job Description and Person Specification

# Welcome from the CEO

**Thank you for expressing an interest in working for TLET. This recruitment pack sets out to give you an idea of what it is like to be part of the TLET family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across our organisation.**

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role.

Ultimately it matters to us that everyone who works for TLET feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.



Helen Steveson  
**Chief Executive Officer**

# About the Role

Thank you for your interest in the position of Trust Lead for Safeguarding at TLET.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

TLET is recruiting a Trust Lead for Safeguarding to develop and implement the Trust's safeguarding strategy to ensure that all our students and staff work within both a compliant and strong culture of safeguarding.

The post requires a clear understanding of the Trust's safeguarding responsibilities and procedures, particularly in relation to leading and coordinating safeguarding practice across a Multi-Academy Trust.

The successful candidate will be able to demonstrate strong leadership, excellent communication skills, and a thorough understanding of safeguarding legislation.

You will become part of a strong, cohesive and highly collaborative central team, united by a shared commitment to driving continuous improvement and maintaining the highest standards of safeguarding across the Trust and its schools. The team is ambitious, supportive and excited about the opportunities ahead, with a clear focus on ensuring every school and every child can thrive.

The post is very rewarding and is ideally suited to a committed and knowledgeable safeguarding professional who is passionate about promoting the welfare, safety and wellbeing of children and young people across the Trust.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate individual with knowledge and experience of leadership, please apply now to be considered for an interview.

## **Why work for TLET?**

- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at TLET. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Central Team
<b>Job Title:</b>	Trust Lead for Safeguarding
<b>Contract</b>	0.5 FTE Permanent Central Pay Scale 2.21 £45,091.00 FTE £22,545.50 <i>Actual</i>
<b>Responsible to:</b>	Director of Education
<b>Key relationships/Liaison with:</b>	Executive Team Trustees Executive Principals Heads of School DSLs/ Deputy DSLs
<b>Job purpose:</b>	<p>To develop and implement the Trust's safeguarding strategy to ensure that all our students and staff work within both a compliant and strong culture of safeguarding.</p> <p>To ensure the delivery of a safe and secure environment for each school community and holding responsibility for all aspects of the welfare of all students across the Trust.</p> <p>To lead on the development of Trust policy and practice across the Trust, ensuring that safeguarding continues to be effective.</p>
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Demonstrate the mission, vision and values in everyday work and practice leading by example.</li> <li>• Motivate and work with others to create a shared culture and positive climate.</li> <li>• Provide strategic leadership and management on Trust-wide safeguarding.</li> <li>• Design and implement a Trust-wide Safeguarding Policy which is reviewed regularly and updated promptly in light of any external updates or advice.</li> <li>• Be the lead officer for safeguarding within the Trust, reporting to other leads and Trustees as required.</li> <li>• Monitor and evaluate all data in relation to the safeguarding of students.</li> </ul>	

- Make sure that consistent and meaningful pastoral information is used and monitored effectively to raise standards for all students in the Trust.
- Ensure that each academy has effective safeguarding improvement planning in place.
- Develop, review then implement a Trust wide safeguarding strategy considering best practice both from within and outside of the Trust.
- Provide mentoring, support, and guidance to academy pastoral leaders on any aspect of safeguarding.
- Collaborate with other schools and organisations, in a climate of mutual support and challenge, to champion best practice and secure excellent achievements for all students.
- Keep up to date with education and educational safeguarding publications, the Ofsted inspection framework and share this information in the appropriate forums.
- Strategically lead the Safeguarding Network, supporting colleagues to work collaboratively and learn from one another.
- Ensure effective safeguarding quality assurance strategies are used across the Trust.
- Report to the Trust leadership on all issues relating to Safeguarding.
- Provide an input to support schools managing complex cases.

### **General**

- Promote and safeguard the welfare of all students and staff within TLET.
- Be aware of, update and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of, and adhere to, all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the CEO or Director of Education may from time to time determine.

### **Safeguarding**

- The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- The post holder must carry out their duties with full regard to the Trust's Equal Opportunities and Health and Safety policies
- To undertake any other such duties that are reasonably commensurate with the level of this post

### **Corporate Responsibilities**

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

*While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the CEO within the context of the job, skills and grade.*

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Trust Lead for Safeguarding  
**Responsible to:** Director of Education

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Degree in related subject specialism or equivalent experience.</li> <li>Safeguarding training to Level three with additional training received.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Management of Safeguarding within a complex setting</li> <li>Lead the development on safeguarding issues</li> <li>Manage the sharing of information and recording of details accurately to ensure the safety of students</li> <li>Demonstrate a commitment to equal opportunities</li> <li>Communicate to a range of audiences using a variety of techniques, including outside agencies.</li> <li>Ability to work with and advise the Trust Board and local Governing Bodies to enable them to fulfil their role and statutory obligations</li> <li>Use technology to support student learning and remote learning.</li> </ul>	<ul style="list-style-type: none"> <li>Clear understanding of the distinctive nature of academies</li> <li>Manage and prioritise a workload of students who require additional safeguarding support</li> <li>Encourage children in developing self-esteem and respect for others</li> <li>Successfully deploy a wide range of effective behaviour management strategies</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>The ability to develop operational plans to deliver the Trust's overall strategic aims</li> <li>Evidence of successful, harmonious collaboration with a range of people in achieving agreed outcomes</li> </ul>	<ul style="list-style-type: none"> <li>An in depth understanding of the latest school inspection frameworks and the ability to prepare member schools to realise the best possible judgements</li> <li>Experience and understanding of the recruitment process to ensure the appointment and</li> </ul>

	<ul style="list-style-type: none"> <li>• Can identify strengths in others; possesses the flair to lead and motivate</li> <li>• Has proven success in promoting safeguarding, to ensure the safety of all key stakeholders</li> <li>• Is well informed, shows evidence of keeping up to date in interpreting new guidance and policies and is familiar with government initiatives and their relative importance</li> <li>• A commitment to the concept of an inclusive Trust, underpinned by equal opportunities, in which the academic and personal welfare of each pupil is paramount</li> <li>• Understanding legislation, with regard to Safeguarding and Health and Safety such that statutory requirements are met throughout the Trust</li> </ul>	<p>retention of the highest quality staff, including all safer recruitment and safeguarding procedures</p>
<p><b>Personal Aptitudes</b></p>	<ul style="list-style-type: none"> <li>• Enthusiasm, initiative and commitment to ensure good practice is embedded throughout the Trust</li> <li>• Articulate and approachable with excellent communication skills</li> <li>• To be a role model of best practice, with a professional demeanour that engenders confidence, trust and respect in others</li> <li>• Able to promote and nurture a collaborative ethos (beyond academic excellence) which underpins all aspects of the Trust</li> <li>• The ability to inspire, challenge, motivate and empower others to carry forward a shared vision for safeguarding policies</li> <li>• Successful experience of working with a wide range of external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• A proven track record of leading others to success, sustaining and developing a culture of collaboration, knowledge sharing and celebration of success</li> <li>• Experience of, and commitment to, working with all stakeholders to develop a shared Trust vision</li> </ul>

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 20 May 2026
- **Closing date:** 16 June 2026
- **Final shortlisting:** TBC
- **Final panel process:** TBC