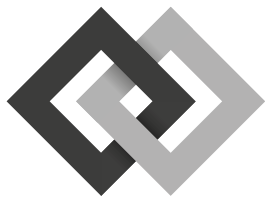


Enriching lives; transforming futures - starting with you.



FAIRFAX
MULTI-ACADEMY TRUST

**Trust
Safeguarding
Lead**
CANDIDATE
PACK



Welcome from the CEO

Dear Applicant

FMAT was established in 2014 by a group of dedicated individuals who were committed to “enriching the lives and transforming the futures” of our students. Since I joined the Trust in February 2020, there has been a strong emphasis on the growth and development of the Central Education and Business Teams to support efficiencies and improve outcomes through strategic collaborative work, all of which is of great benefit to our students, staff, and the wider community.

FMAT serves over 4000 students in the West Midlands, ranging from 4-18 years of age: with approximately 50% from a disadvantaged background, 18% on the SEND register and 15% EAL. Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education. This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.

- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

This role poses an exciting opportunity for the right candidate to fulfil their vocation, whilst making a real impact, raising standards and consequently “enriching the lives, and transforming the futures” of our young people. They deserve nothing less.

For any potential candidates that wish to have an informal discussion, please contact Michelle Dolphin, PA to the CEO, by email at m.dolphin@fmat.co.uk

Simon Jones | CEO
Fairfax Multi-Academy Trust



Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.
- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
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OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



TRADITION

We believe in good manners, kindness and respect.



AMBITION

We aim to be the best that we can be, in all that we do.



Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

MENTAL HEALTH WELLBEING

- » Counselling
- » Wellness Hub
- » Mental Health First Aiders
- » Hub of Hope
- » Wellbeing updates
- » Menopause awareness training
- » Stress management guide
- » High-quality staff training
- » Trust-wide email communication guidance

PHYSICAL WELLBEING SUPPORT

- » Free flu jab
- » Access to fitness programmes – including yoga, HIIT and more
- » Access to physical activities – during our Trust-wide wellbeing week
- » Diet and nutrition webinars

FINANCIAL WELLBEING SUPPORT

- » Educational support
- » Salary sacrifice scheme
- » Flexi Perks
- » Perkbox subscription
- » Financial management



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I have enjoyed working collaboratively with FMAT colleagues in Trust Network Groups (TNGs) and I have benefited from a range of CPD opportunities that have prepared me for middle leadership. For example I am currently studying for an NPQLT through Ambition Institute.

Laura Walton, CL Art, Bournville School





Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.



LEADERSHIP

- » National College
- » The Key for Leaders



TEACHERS

- » ARK
- » Ambition
- » Apprenticeships
- » The Key
- » QTS Career Stage Professional Learning
- » Handsam



BUSINESS SUPPORT

- » Apprenticeships
- » National College
- » Handsam



JOB DESCRIPTION

TRUST SAFEGUARDING LEAD

POST HOLDER:

RESPONSIBLE TO: Director of Education

WORKING HOURS: 37.5 Hours Per Week TTO + 10 days

SALARY: **FMAT Scale PO5 – PO6 point 38 – 43**
Full Time Equivalent £47754 - £52805
Actual salary based on TTO + 10 Days £44693 - £49420 – Pay award pending

JOB PURPOSE

To develop, implement and lead the Trust's safeguarding strategy in conjunction with the Director of Education in order to ensure that all our students and staff work within both a compliant and strong culture of safeguarding.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Take a senior and proactive role in the strategic leadership and management on Trust-wide safeguarding policy, practice and process.
2. Be a Safeguarding Lead for the Trust.
3. Work in conjunction with the academy DSLs and safeguarding teams to ensure a strong and compliant culture of safeguarding pervades across the trust.
4. Be the key source of expert safeguarding advice to DSLs across the Trust and act as a first point of contact and advisor when safeguarding issues arise.
5. Ensure Academy and Trust safeguarding policies and procedures are reviewed regularly and updated promptly in light of any external updates or advice.
6. Keep up to date with statutory safeguarding policies, relevant educational publications, the Ofsted inspection framework and other relevant documentation and share this information in the appropriate forums.
7. Lead and manage the Trust's response to significant changes in legislation and statutory guidance relating to safeguarding, ensuring that the Trust and all its academies are fully compliant relating to safeguarding.
8. Collate and produce evaluative reports that highlight, Trust level data, patterns and trends. As well as highlighting best practice and areas for further development on a half termly basis or as requested by the executive team.
9. Provide appropriate Trust level Safeguarding training to identified key stakeholders on statutory regulations and best practice guidelines.
10. Be the system owner for the staff and student safeguarding monitoring software in place across the Trust.
11. Carryout regular quality assurance and audits of safeguarding systems and processes across the Trust such as (but not exclusively), 175 audits, SCR reviews, safer recruitment practices and record keeping and record destruction.

12. Support academy principals in safeguarding issues related to low level concerns and/or LADO referrals.
13. Be a point of contact for DSL's in advising on safeguarding referral/escalation processes.
14. To support academy staff in ensuring their SCR is up to date and compliant.
15. To help prepare schools for and support during OFSTED inspections.
16. Strategically lead the Trust Safeguarding Group.
17. Ensure effective safeguarding QA strategies are used across the Trust.
18. To retain oversight of (non-employment) policies needed by Trust academies either by legislation or Ofsted requirements.
19. Periodically carry out and provide feedback on reviews to ensure all academy policies are up to date and compliant.
20. Periodically carry out and provide feedback on Trust academies websites for compliance.
21. To make the Director of Education and/or other senior managers aware of any potential malpractice or non-compliance with safeguarding regulations, policy or practice across the organisation.

GENERAL

1. Promote and safeguard the welfare of all students and staff within the FMAT organisation.
 2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
 3. 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.
 4. Be aware of, support and ensure equal opportunities for all.
 5. Contribute to the overall ethos/work/aims of the Trust.
 6. Appreciate and support the role of other professionals.
 7. Attend and participate in all relevant meetings as required.
 8. Participate in training, other learning activities and performance development as required.
 9. Engage actively in the performance review process.
 10. Perform any other such duties as the executive or your line manager may from time to time determine.
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**PERSON SPECIFICATION
TRUST SAFEGUARDING LEAD**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Education to grade A*-C or equivalent in English and maths	✓	
Educated to Level 3 (A-levels/BTEC/Extended Diploma/GNVQ or equivalent)	✓	
Educated to degree or master's level		✓
Supporting others in a work-based environment to improve the performance of staff	✓	
DSL Level 3 Training or the commitment to completing the training	✓	
Understanding of safeguarding in a school environment and relevant legislation such as Keeping Children Safe in Education	✓	
Providing CPD to colleagues		✓
Aptitude/Skills/Ability		
Ability to work with young people and families with complex needs	✓	
Ability to form and maintain appropriate professional relationships and boundaries with young people and families to ensure effective engagement in interventions.	✓	
Excellent communication skills both oral and written	✓	
Ability to use own initiative	✓	
Ability to maintain confidentiality and handle sensitive data appropriately	✓	
Effective IT skills including the use of data analysis tools	✓	
Ability to work effectively within a team	✓	

Ability to demonstrate a flexible approach to work and changing priorities	✓	
Experience of using management information systems in a corporate or educational setting	✓	
Experience of working effectively with multiagency teams and establishing safe and effective working partnerships with other agencies and disciplines		✓
Personal qualities and attitudes		
Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to follow set procedures	✓	
Have an openness to learning and change	✓	
Be sympathetic to the needs of others	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to Trust academies and meetings as required	✓	
Awareness of and commitment to, equality and diversity, health and safety and safeguarding	✓	



How to apply

To apply please visit TES by clicking on the link below.

[Fairfax Multi-Academy Trust - TES jobs](#)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All appointments are subject to satisfactory references and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

recruitment@fmat.co.uk or call **0121 788 4100**



ENRICHING LIVES; TRANSFORMING FUTURES.

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The staff at Smith's Wood are committed, caring and ambitious. We all want the best for the students and outcomes for the school that we are proud to work in.

*Emma Douglas, Maths Teacher,
Year 11 Achievement Leader*



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.

