



LEIGH
Academies Trust

Job Pack

Safeguarding Officer
Leigh Academies Trust

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description



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Job Title: Safeguarding Officer
Reports to: Safeguarding Advisor
Location: Leigh Academies Trust

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

Provide advice and guidance on education safeguarding matters and promote high standards of safeguarding practice in our academies so that children and learners are protected and feel safe in our education settings.

Key Functions

- Work in partnership with the Trust safeguarding advisor and school leaders, across the Trust to provide safeguarding advice that is relevant, appropriate, and in line with statutory requirements, Trust policies and best practice.
- Support the Trust in maintaining effective oversight of its Safeguarding arrangements.

Specific Responsibilities

- Working alongside the Safeguarding Advisor and DECO Education responsible for Safeguarding in setting the strategic goals of the Trust and Designated Safeguarding Lead forum.
- Attending and co-chairing the LAT DSL Forum/support network (one per module - see LAT Accountability and QA framework), ensuring a timely and relevant agenda is shared which ensures the strategic priorities are fulfilled and that promotes and shares best practice.
- Effectively communicate local and national policy, procedures and good practice with early years, academy and education leaders (including governors) to promote and secure a culture of vigilance of safeguarding children in our academies and the other organisations under our umbrella, for example, KMT, LAT Apprenticeships and Thames Gateway Teaching School Hub.
- Commission an appropriate external review partner/process to evaluate the safeguarding effectiveness within each academy.
- Participate in safeguarding development reviews for academies to complement and enhance the external review process. Working with academies to develop safeguarding strategic improvement plans where required.
- Work with the People Development Manager to ensure that the Trust safeguarding teams and Trust governors can source required and additional training to have the safeguarding expertise they need to fulfil their roles.



- Support the collection, analysis and evaluation of safeguarding data across the Trust and at academy level, identifying any areas of required action. Support the preparation of reporting safeguarding information to stakeholder, e.g governors and LAs.
- Ensure the Trust's Child Protection Policies and other related safeguarding policies are regularly reviewed and updated in line with statutory and/or contextual changes and needs.
- Give advice and provide audit feedback within academies how children may be taught about safeguarding, including online safety, through teaching and learning opportunities as part of a broad and balanced curriculum.
- Develop opportunities to share ideas and strategies across the Trust in relation to children subject to safeguarding plans to ensure they are enabled to make good or better levels of progress.
- Provide guidance and support for those responsible for LAC across the Trust, especially on safeguarding matters.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



Person Specification



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As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Safeguarding Officer, we would expect candidates to demonstrate:

Qualifications and Training

Essential

- Educated to GCSE level standard or equivalent (English and Maths A*-C grade or equivalent).
- Evidence of continuous professional development related to safeguarding children and vulnerable adults.

Desirable

- Accredited training in specific areas such as domestic abuse, child sexual exploitation, or online safety.
- Formal qualification in social work, youth work, or a related field.

Experience

Essential

- Proven experience of working in a safeguarding role, preferably within an educational setting or a similar environment.
- Experience of working with and supporting children and families facing safeguarding concerns.
- Experience of report writing and meticulous case management.
- Experience of communicating effectively and sensitively with children, families, and professionals in complex situations.

Desirable

- Experience in conducting safeguarding investigations and assessments.
- Experience in delivering safeguarding training to staff.
- Experience of multi-agency working at an operational level.
- Experience in contributing to policy development within a safeguarding context.

Knowledge and Understanding

Essential

- Comprehensive knowledge of current legislation, statutory guidance, and best practice in safeguarding children and vulnerable adults (e.g., Keeping Children Safe in Education, Working Together to Safeguard Children).
- Understanding of the roles and responsibilities of various agencies involved in safeguarding (e.g., social services, police, health services).



- Knowledge of the impact of adverse childhood experiences (ACES) and trauma-informed practice.
- Understanding of GDPR and Data Protection relating to sensitive information.
- Knowledge of online safety and associated risks.
- Understanding of the PREVENT duty.

Desirable

- Knowledge of specific safeguarding challenges prevalent within educational settings.
- Understanding of the local safeguarding landscape in Kent and SE England.
- Knowledge of specific needs relating to SEND students and safeguarding.

Skills and Abilities

Essential

- Exceptional communication and interpersonal skills, with the ability to build immediate rapport and trust with children, families, and professionals, often in highly sensitive situations.
- Strong analytical and critical thinking skills, enabling the effective assessment of complex safeguarding concerns and the formulation of appropriate actions.
- Meticulous attention to detail and outstanding organisational skills, crucial for accurate record-keeping and managing multiple cases effectively.
- The ability to work both independently, demonstrating initiative and sound judgment, and collaboratively as part of a dedicated team.
- Excellent IT skills, proficient in using safeguarding management systems and producing detailed reports.
- Proven ability to manage a demanding workload, prioritise urgent tasks, and meet strict deadlines.
- Strong problem-solving capabilities, with a calm and methodical approach to resolving intricate issues.

Desirable

- Proficiency in data analysis to identify trends and inform preventative strategies.
- Advanced negotiation and influencing skills for effective multi-agency collaboration.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

