

Journey to Outstanding

Trust Safeguarding Officer

Derby Diocesan Academy Trust Central Team

Closing Date: Thursday 3rd September 2026

Interview Date: Friday 11th September 2026

DDAT Grade 9 Pay Points 23-26 (£34,434.00- £37,280.00 FTE, pay award pending)

Hybrid working



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Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Joining DDAT as Trust Safeguarding Officer – Strengthening safeguarding practice and building capacity across our Trust

We are excited to be advertising this new role to work as an integral part of our Central Team. As our Trust continues to grow, we are committed to ensuring that every child receives the highest standard of safeguarding support, regardless of which school they attend. This newly created role will provide additional operational safeguarding capacity across the Trust, working closely with our Designated Safeguarding Leads (DSLs), senior leaders and attendance leads to promote consistent, effective and child-centred practice.

The Trust Safeguarding Officer will play a key role in supporting schools with safeguarding advice, early help pathways, safeguarding-attendance integration and quality assurance, and will report directly to the Trust Safeguarding Lead. With CPOMS embedded across our schools, the postholder will help maximise its effectiveness through training, support and compliance monitoring, while identifying emerging themes and risks to strengthen safeguarding systems. As safeguarding reforms continue to evolve nationally and locally, this role will make a significant contribution to developing capacity, improving consistency and ensuring our schools remain fully equipped to safeguard and promote the welfare of every child in our care.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all across our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



Working for DDAT

Governance

DDAT values local accountability through a Local Trust Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a

carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

Employee benefits

- An opportunity to work as part of a supportive team and empower you to further develop the Trust.
- A competitive salary and Local Government Pension Scheme contributions. Opportunity for Salary Sacrifice Shared Cost Additional Voluntary Contributions (AVCs).
- A generous annual leave entitlement.
- Ongoing high quality professional development opportunities.
- Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
- Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme with wellbeing package & an opportunity to work flexibly.

Job Description

Role of the Safeguarding Officer

Job Title	Safeguarding Officer
Reporting to	Trust Safeguarding Officer
Hours	Part time, 24 hours per week 52 weeks per year, hybrid working (term-time working considered)
Salary	DDAT Grade 9, Pay Points 23-26 (£34,434.00- £37,280.00 FTE, pay award pending)

Role Purpose

The Trust Safeguarding Officer will provide essential operational safeguarding capacity across the Trust. The role will strengthen consistency of practice, support Designated Safeguarding Leads (DSLs), and enable the Trust Safeguarding Lead to focus on strategic leadership, complex casework, and DSL supervision.

The postholder will deliver ongoing CPOMS support, triage lower-level safeguarding concerns, provide early help guidance, support safeguarding-attendance integration, and contribute to safeguarding quality assurance across all Trust schools.

Key Responsibilities

Operational Safeguarding Support

- Act as the first point of contact for DSLs seeking advice on safeguarding concerns, ensuring timely and responsive support.
- Provide guidance on early help pathways, thresholds, referral processes and multi-agency options.
- Escalate high-risk or complex cases to the Trust Safeguarding Lead.
- Support DSLs to apply consistent decision-making and child-centred practice.

CPOMS Implementation - ongoing support and quality assurance

- Provide hands-on support to schools onboarding to CPOMS, including training, data migration, redaction, transfer processes and system checks.
- Offer ongoing operational support to DSLs on CPOMS use, categories, recording quality, case management processes, data analysis and reporting in accordance with Trust requirements.
- Conduct routine CPOMS quality assurance checks to ensure compliance, accuracy and consistency across the Trust.

- Support schools to analyse safeguarding patterns, themes and emerging risks using CPOMS data.

Support with national and local safeguarding reforms

- Assist schools in developing their Early Help Offer in line with Families First reforms, local practice changes and Trust vision.
- Monitor emerging national and local safeguarding reforms and assess their impact for practice in schools.
- Support DSLs to understand and implement updates to statutory guidance, Trust policy and local procedures.

Safeguarding–Attendance integration

- Support schools to align attendance practice with safeguarding expectations and statutory guidance.
- Provide operational support for attendance-related safeguarding concerns, including analysis of vulnerability patterns linked to attendance.
- Assist schools with inspection readiness relating to safeguarding and attendance, including Ofsted's focus on attendance as a safeguarding issue.

Safeguarding quality assurance

- Contribute to safeguarding audits, record reviews and compliance checks under the direction of the Trust Safeguarding Lead.
- Support identification of safeguarding risks, themes and improvement priorities across the Trust.
- Assist schools in strengthening safeguarding systems, processes and culture.
- Design and implement pupil voice activities to assess 'feelings of safety' at school level across the key stages.

Building safeguarding capacity

- Model effective safeguarding practice and support DSL development through consultative casework.
- Contribute to building sustainable safeguarding capacity across the Trust through consistent messaging, shared tools and collaborative practice.

Professional conduct

- Maintain up-to-date knowledge of safeguarding legislation, statutory guidance and local procedures.
- Work collaboratively with schools, Trust colleagues and external agencies.
- Uphold Trust values and promote a strong safeguarding culture.
- Demonstrate professional curiosity, integrity and a child-centred approach at all times.

Key Relationships

- Trust Safeguarding Lead
- Designated Safeguarding Leads and Deputy DSLs
- Headteachers and senior leaders
- Attendance colleagues
- Local authority safeguarding and early help teams
- Multi-agency partners
- Any other duties that are reasonably required by DDAT.

Employees will be expected to comply with any reasonable request from the Safeguarding Lead/ Deputy CEO/CEO to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

Person Specification

Essential	Desirable
Qualifications / Training Driving licence and access to a vehicle.	Qualifications / Training - Level 4 qualification relevant to safeguarding. - Additional safeguarding or attendance-related training.
Experience - Experience of safeguarding practice in an education or children's services setting. - Experience supporting DSLs or pastoral teams. - Experience triaging safeguarding concerns and advising on early help pathways. - Experience working with families/children/young people to address vulnerability or attendance concerns. - Experience contributing to safeguarding compliance or quality assurance	Experience - Experience delivering guidance, training or briefings to individuals or groups. - Experience supporting schools through system transitions (e.g., CPOMS onboarding).
Knowledge - Strong understanding of <i>Keeping Children Safe in Education</i> and local safeguarding procedures. - Understanding of early help pathways and thresholds. - Knowledge of CPOMS.	Knowledge Understanding of safeguarding/attendance links, national reforms and inspection expectations.
Skills & Abilities	Skills & Abilities

• Ability to analyse information, identify risk and recognise patterns of vulnerability. • Strong communication skills, both written and verbal. • Ability to develop effective working relationships with a wide range of stakeholders. • Ability to manage competing priorities and work independently, across key stages from EYFS to post 16. • Commitment to professional curiosity and child-centred practice. • Commitment to ongoing CPD and reflective practice. •	
Other • Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010	

Terms and Conditions

The post has the option of hybrid working with face to face working at our Bakewell Central Office. The post-holder may be required to work at any other centre where DDAT business is conducted.

This post requires the ability to travel and work directly with academies in the Trust and therefore requires a full current UK/European Driving licence with access to private transport which can be used for business purpose.

This post requires a reasonable level of flexibility to work occasional evenings, or early morning starts to support the needs of the trust.

An Enhanced DBS is required for this post.

If you have any questions about this post, please contact the HR team via email at hr@ddat.org.uk. For more detailed discussions, a call with the Safeguarding Lead or Deputy CEO can be facilitated.

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.