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**Job Description**

**Safeguarding and Compliance Manager**

**Job Title:** Safeguarding and Compliance Manager

**Reports to:** Head of Governance

**Responsible for:**

* Ensuring safeguarding compliance and implementation of OAT policies and procedures.
* Ensuring that all academies are compliant with safeguarding statutory responsibilities and best practice.
* To support academies in development of their culture of safeguarding.

**Salary:**  up to £38,000 plus benefits

Hours of work: FT permanent

**Role and Responsibilities**

To lead on ensuring academies comply with statutory responsibilities and OAT policy and guidelines. Also, where necessary providing advice and support and be the initial contact point for academies. To develop programmes and practices to help meet statutory guidelines and monitor practices across the Trust, developing academies to ensure they are centres of excellence in terms of safeguarding. This will include:

**Leadership of Safeguarding**

* Develop, share and deliver the trust vision for safeguarding excellence through training, strategy and analysis.
* Remain up to date with current practice in leading safeguarding within a MAT to ensure continued forward-thinking practice and be aware of and ensure compliance of Ofsted expectations of safeguarding within MATs as and when the framework becomes available.
* Quality assure training and advice given on behalf of OAT regarding safeguarding practice including conducting and feeding back on safeguarding audits.
* Work with DSLs and Principals as necessary to support the continual development of safeguarding practice and policy within individual academies as requested or required.
* Planning, leading and delivering face-to-face safeguarding briefings for safeguarding and welfare staff.
* Review and develop the Trust’s audit tool to include best practice.
* Directing resource and managing the risk assessment to ensure that the audits are undertaken in the most efficient order.
* Identify areas of weakness from the audits, individually, regionally or Trust wide.
* Identify the areas of safeguarding that require development across the trust.
* Identify and support in the direction of wider resources to meet the needs of the Trust.
* Write and deliver the safeguarding development plan and manage the budget for this.
* Continually develop expertise of all academies to improve by developing challenging criteria for awards and audits and reviewing such criteria annually.
* Analyse the safeguarding data that is collected centrally to identify and advise as to where resource is most needed.
* Promote opportunities for shared best practice and efficient resource management between academies and across the Trust.

**Safeguarding Advisory work**

* Visit academies when needed to offer support with safeguarding provision.
* Support and advise Ormiston Trust with safeguarding compliance as required.
* Offer regular email updates to DSLs that include compliance updates, policy templates, examples of best practice, free resources and training opportunities when relevant.
* Contributing to providing content for the Principals’ and Governors’ Newsletters
* Send a termly safeguarding update on relevant topical issues to safeguarding governors and Chairs of governors.
* Offer face to face opportunities for safeguarding training and development annually for Safeguarding Governors or Chairs as well as writing online training modules on relevant topics that can be shared as needed.

**Conducting Safeguarding Audits:**

* Supporting the implementation of the Trust’s safeguarding audits.
* Ensure that the tool for the safeguarding audits reflects both compliance and advanced criteria and that everyone conducting a safeguarding audit is both trained to do so, quality assured and that all documentation used is consistent including pre-audit website reviews, academy filtering and monitoring checks and interview topics.
* Conducting full safeguarding audits at individual academies
* Offer meaningful feedback to academies on both compliance as well as the development of a safeguarding culture to develop individualised safeguarding development plans that sit within the Trust’s vision for excellent safeguarding practice.
* Identify areas of weakness for individual academies and across the trust and support with resources and guidance.
* Supporting academies to maintain appropriate records to demonstrate compliance in all areas.
* Implement innovative practices that ensure safeguarding at OAT goes beyond ‘compliance’ and focuses on creating a positive safeguarding culture.
* Quality assure audit feedback offered from others and maintain electronic copies or audit documentation.

**Compliance work – Legislation**

* Remain completely up to date of all statutory guidance and legislation relating to safeguarding compliance and practice. Ensure that information and expectations are appropriately shared with the option for support as to integration into academy systems.
* Ensure that Trust policies and procedures remain complaint with relevant guidance and legislation.
* Communicating effectively with all academies any updates to Trust policies and procedures
* Maintaining and updating the Trust online portals with relevant compliance and safeguarding updates.
* Co-ordinate safeguarding training opportunities overseen by OAT.
* Collect and coordinate information, documents and evidence that the Trust identifies as necessary to ensure compliance.
* Supporting the co-ordination of an annual safeguarding policy review audit

**Knowledge and Skills**

* Strong knowledge of statutory and mandatory education and non-education policy requirements within schools, academies and Multi Academy Trusts.
* Excellent interpersonal and communication skills
* Ability to work in partnership with a range of senior leaders, volunteers and academy staff
* An ability to develop a positive culture around compliance and safeguarding and to influence practice
* Strong analytical skills
* Ability to develop rigorous solutions and robust practices
* Good presentation skills
* A sound working knowledge of MS Office
* An understanding of social media
* Strong organisational skills and an ability to identify the need to prioritise and work flexibly when required
* To be able to challenge practice sensitively but rigorously and support and influence improvement
* To contribute to and develop marketing materials

**Person Specification**

* Good communication skills
* Good attention to detail
* Good organisational and IT Skills
* Ability to work independently and as part of a team
* Punctual
* Positive attitude
* Ability to multi-task
* Ability to use own initiative
* Good knowledge of Microsoft office packages and social media
* Excellent telephone manner
* Ability to travel on occasion