



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust



DIOCESE of SALFORD

# **Safeguarding Manager**

## **Applicant Information Pack**



**MAKE CHRIST *known*;**  
**MAKING LIVES *better***



## Welcome from the CEO

**On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Safeguarding Manager.**

Our Trust Mission is simple, it is to make Christ known and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford, and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise 27 schools: twenty-three primary and four secondaries. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents, that we make a difference to all our children and young people, regardless of their location.

We have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit outstanding candidates to lead our finance, information, performance and operations functions. We are now seeking an individual to join our performance team within Safeguarding. This is a role with great scope and great potential and will play a critical role in the operational and strategic development of our Trust. I would suggest all potential candidates take some time to review our Trust website, so they get a sense of the organisation we are building together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "CFoley".

Chris Foley  
**Catholic Senior Executive Leader (CEO)**





## About the Trust

Our Trust began in 2017, and we currently comprise 27 schools: twenty-three primary and four secondaries. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford, and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will consist of fourteen schools by summer 2024 and will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

### Our Safeguarding principles:

- Safeguarding sits at the heart of our mission to Make Christ known and make lives better. We believe that every child and young person has the right to feel safe, valued, supported and empowered to achieve their full potential. Across our schools, safeguarding is everyone's responsibility and forms the foundation upon which children can flourish academically, socially, emotionally and spiritually.
- We strive to create a culture where safeguarding is visible, proactive and embedded in everyday practice. We expect staff, leaders and governors to exercise professional curiosity, recognise emerging concerns and respond confidently to protect children from harm.
- We are committed to maintaining the highest standards of safeguarding practice across our Trust. Through regular audits, compliance reviews, performance monitoring and continuous evaluation, we seek to ensure that safeguarding arrangements remain robust, effective and fully compliant with statutory requirements.
- We believe that strong safeguarding leadership drives successful safeguarding cultures. Through clear accountability, informed decision making, effective use of data and evidence-based improvement strategies, we continually seek to strengthen safeguarding practice across all Trust schools to benefit all children and young people who are educated across STOC.





## About the Role

We are seeking an experienced safeguarding professional to join our Trust as Safeguarding Manager. This key role will lead the Trust's safeguarding support service, providing expert advice, quality assurance, training and operational oversight across our family of schools. Working closely with Designated Safeguarding Leads, Headteachers and external agencies, you will promote high standards of safeguarding practice, support complex safeguarding matters, monitor compliance and drive continuous improvement to ensure children and young people remain safe, supported and able to thrive.

### We are looking for an individual who:

- has significant experience of leading safeguarding practice within a school, academy trust or local authority environment, including supporting complex safeguarding and child protection cases.
- Has knowledge of safeguarding legislation and statutory guidance, including Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and wider safeguarding best practice.
- Has experience of conducting safeguarding audits, quality assurance reviews and compliance monitoring, and can support schools in implementing effective improvement plans.
- Is confident analysing safeguarding data, identifying trends and emerging risks, and producing reports and recommendations to support improvement and decision making.
- Can build effective working relationships with school leaders, governors and multi-agency partners, providing credible advice, challenge and support to improve outcomes for vulnerable pupils and young people.
- Has experience of managing and developing safeguarding staff, providing professional support, supervision and performance management to promote high-quality practice.





## **We can offer:**

- A supportive and dedicated Local Governing Body and Staff
- Highly effective safeguarding procedures.
- A working environment where all feel valued and respected.
- Supportive colleagues and governors with a clear vision and high aspirations for the school.
- A highly dedicated and inspirational team.
- A commitment to relevant, personalised Continuous Professional Development.
- A happy, calm and welcoming working environment.
- Opportunities to work within the wider STOCCAT team
- Generous Local Government Pension scheme employer contribution
- Recognition of continuous Local Government service (where applicable)

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

## Job Description

|                        |                                                         |
|------------------------|---------------------------------------------------------|
| <b>Post:</b>           | <b>Safeguarding Manager</b>                             |
| <b>Pay Scale:</b>      | <b>Grade 9</b>                                          |
| <b>Responsible to:</b> | <b>Head of Safeguarding &amp; Attendance</b>            |
| <b>Main Location:</b>  | <b>STOCCAT Head Office and schools across the trust</b> |

### Main Duties

The Safeguarding Manager will be responsible for leading and managing the Trust's safeguarding support service, ensuring the effective delivery of safeguarding quality assurance, advisory support, training and compliance monitoring across all Trust schools. The postholder will manage safeguarding staff, oversee service delivery, monitor safeguarding performance and drive continuous improvement in safeguarding practice, providing assurance to senior leaders and the Board that safeguarding arrangements are robust, effective and compliant.

#### General Safeguarding duties:

- Provide expert safeguarding and child protection advice to Headteachers, Designated Safeguarding Leads (DSLs), senior leaders and governors across Trust schools.
- Lead the Trust's safeguarding quality assurance programme, undertaking audits, reviews and compliance checks, and monitoring the completion of resulting action plans.
- Support and advice on complex and high-risk safeguarding cases, ensuring appropriate risk management, escalation and multi-agency working arrangements are in place.
- Develop, deliver and coordinate safeguarding training and professional development, promoting best practice and ensuring staff remain up to date with statutory requirements.
- Analyse safeguarding data, trends and emerging risks, preparing reports and recommendations for senior leaders and trustees to support strategic decision-making.
- Develop and review safeguarding policies, procedures and guidance, ensuring compliance with legislation, statutory guidance and sector best practice.
- Build effective partnerships with external agencies, including Local Authorities, safeguarding partnerships, social care, police and health services, representing the Trust as required.
- Lead safeguarding improvement initiatives and projects, driving consistency, continuous improvement and high standards of safeguarding practice across all Trust schools.

#### Leadership and Management:

- Act as the operational lead for safeguarding across Trust schools, coordinating safeguarding activity and providing oversight and direction to Designated Safeguarding Leads and safeguarding practitioners, whilst recognizing local accountability within schools.
- Conduct performance management, appraisal and development reviews.
- Coordinate workload allocation and prioritization of safeguarding support across schools.
- Provide professional supervision and reflective practice opportunities for safeguarding practitioners.
- Lead the recruitment, induction and development of safeguarding staff.

- Foster a culture of continuous improvement and professional excellence throughout the safeguarding team.

### **Safeguarding Performance:**

- Lead the development, monitoring and reporting of Trust safeguarding performance measures.
- Hold schools to account for completion of safeguarding actions arising from audits, inspections and external reviews.
- Benchmark safeguarding performance across schools and identify trends, risks and priorities.
- Produce performance reports and management information for Executive Leaders, Trust Committees and Trustees.
- Escalate significant safeguarding risks and areas of concern to the Head of Safeguarding & Attendance.

### **Service Development:**

- Lead the continuous development of the Trust safeguarding operating model.
- Review and evaluate safeguarding systems, processes and procedures.
- Lead implementation of new safeguarding initiatives and statutory requirements.
- Manage Trust-wide safeguarding projects.
- Identify opportunities to improve efficiency, consistency and effectiveness across safeguarding.

### **Safeguarding Systems:**

- Manage the Trust's safeguarding information management system and reporting platforms.
- Ensure safeguarding data is accurate, accessible and used effectively to support decision making.
- Oversee data quality standards and compliance requirements.
- Lead on safeguarding data analysis, predictive trend identification and risk management reporting.

### **Budget & Resourcing:**

- Manage safeguarding training, development and service delivery budgets within delegated limits.
- Monitor expenditure and ensure value for money in safeguarding provision.
- Commission safeguarding services, training providers or specialist support where required.

### **External Partnership Leadership:**

- Represent the Trust at Local Authority, safeguarding partnership and regional safeguarding forums.
- Build and maintain effective strategic partnerships with safeguarding agencies and stakeholders.
- Lead Trust responses to safeguarding reviews, audits and thematic inspections.

## Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

## Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.
- Commitment to ongoing professional development and continuous improvement.

## General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Commitment to promoting a culture of safeguarding and well-being across all Trust schools.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*

| Person Specification                                                                                                                           |                       |          |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|
| Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application                                                          |                       |          |
|                                                                                                                                                | Essential / desirable | Evidence |
| Qualifications                                                                                                                                 |                       |          |
| Relevant safeguarding qualification (e.g. level 4 or above                                                                                     | Essential             | A/I/C    |
| Designated Safeguarding Lead training, or equivalent standard                                                                                  | Essential             | A/I/C    |
| Evidence of undertaking other relevant training in safeguarding, child protection and/or mental health                                         | Essential             | A/I/C    |
| Honours degree in a relevant subject                                                                                                           | Desirable             | A/I/C    |
| Professional safeguarding qualification at level 5 or above                                                                                    | Desirable             | A/I/C    |
| First aid qualification                                                                                                                        | Desirable             | A/I/C    |
| Knowledge & Experience                                                                                                                         |                       |          |
| Significant experience of working as a DSL and/or leading safeguarding practice within a school, academy trust or local authority environment. | Essential             | A/I      |
| Experience of delivering safeguarding training to a range of stakeholders                                                                      | Essential             | A/I      |
| Knowledge of Ofsted's Education Inspection Framework and its safeguarding requirements                                                         | Essential             | A/I      |
| Experience of safeguarding audits and inspections i.e. Ofsted                                                                                  | Essential             | A/I      |
| Experience of managing budgets                                                                                                                 | Desirable             | A/I/     |
| Experience of contributing to Ofsted inspections with a focus on safeguarding                                                                  | Desirable             | A/I      |
| Extensive knowledge of statutory guidance e.g. KCSIE, WTSC                                                                                     | Essential             | A/I      |
| Knowledge and experience of complex safeguarding issues including child on child abuse, online safety and emerging safeguarding risks          | Essential             | A/I      |
| Experience of managing staff within a safeguarding, pastoral or child protection environment                                                   | Essential             | A/I      |
| Experience of leading safeguarding improvement across multiple schools or organisations                                                        | Essential             | A/I      |
| Experience of managing organisational change and improvement projects                                                                          | Essential             | A/I      |
| Experience of performance management and professional supervision                                                                              | Essential             | A/I      |
| Experience of analysing organisational safeguarding performance data and implementing improvement strategies                                   | Essential             | A/I      |
| Technical Skills & Ability                                                                                                                     |                       |          |
| Proven ability to manage complex safeguarding cases and work with multi-agency partners and other stakeholders                                 | Essential             | A/I      |
| Able to support schools writing action plans for pupils, prepare complex safeguarding reports and ensure                                       | Desirable             | A/I      |

|                                                                                                                                                                         |           |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| accurate records are kept                                                                                                                                               |           |       |
| Strong understanding of the roles and responsibilities of multi-agency partners and other external stakeholders towards vulnerable children and all relevant procedures | Essential | A/I   |
| Excellent understanding of Microsoft Office, including Word, Excel, Outlook                                                                                             | Essential | A/I   |
| Ability to analyse safeguarding data, produce reports and develop strategic safeguarding action plans and evaluate impact                                               | Essential | A/I   |
| Ability to effectively line manage and develop staff                                                                                                                    | Essential | A/I   |
| Ability to challenge and influence senior leaders professionally                                                                                                        | Essential | A/I   |
| Ability to present complex safeguarding information and recommendations to senior leaders, governors and trustees                                                       | Essential | A/I   |
| <b>Special working conditions</b>                                                                                                                                       |           |       |
| Willingness to travel across Trust schools                                                                                                                              | Essential | A/I   |
| Able to be discreet at all times and a commitment to confidentiality                                                                                                    | Essential | A/I   |
| <b>Personal characteristics</b>                                                                                                                                         |           |       |
| Excellent verbal and written communication skills                                                                                                                       | Essential | A/I/R |
| Excellent organisational skills, with the ability to manage multiple priorities and meet deadlines                                                                      | Essential | A/I/R |
| Excellent interpersonal skills, able to work as part of a team and use initiative, as appropriate                                                                       | Essential | A/I/R |
| Analytical approach with the ability to evaluate safeguarding practices and recommend improvements and manage complex safeguarding issues                               | Essential | A/I/R |
| Able to reflect on self and strive for improvement to maintain professional standards                                                                                   | Essential | A/I/R |
| Strong attention to detail with the ability to exercise sound professional judgement                                                                                    | Essential | A/I/R |
| Excellent communication, leadership and influencing skills with the ability to build professional trust                                                                 | Essential | A/I/R |
| Flexible and dedicated approach to work                                                                                                                                 | Essential | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people                                                                                      | Essential | A/I/R |
| Commitment to equality and diversity                                                                                                                                    | Essential | A/I   |
| Commitment to good attendance at work                                                                                                                                   | Essential | A/I/R |
| Commitment to continuing professional development                                                                                                                       | Essential | A/I/R |



# HOW TO APPLY

Please complete an application form via our ATS

[https://ce1057li.webitrent.com/ce1057li\\_webrecruitme nt/wrd/run/ETREC179GF.open?WVID=38983700Dm& VACANCY\\_ID=8227212FDT](https://ce1057li.webitrent.com/ce1057li_webrecruitme nt/wrd/run/ETREC179GF.open?WVID=38983700Dm& VACANCY_ID=8227212FDT)

**The closing date for this position is:**

Sunday 25 October 2026

**Shortlisting will take place on:**

TBC

**Interviews will be held on:**

TBC

Applicants are strongly encouraged to arrange a conversation with the Head of Secondary Education and visit the central office to discuss this role. Initial contact should be made by email to [admin@stoccat.org.uk](mailto:admin@stoccat.org.uk).

St Teresa of Calcutta is committed to the safeguarding and promotion of the welfare of all children and young people in our care and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

