



Assistant Principal: Safeguarding

ROLE INFORMATION PACK

Role	Assistant Principal: Safeguarding
Main Location	New Road Academy, New Road, Wrockwardine Wood, Telford, TF2 7AB
School Website	https://newroad.lct.education/
Status	Permanent
Contract Type	Leadership/Teacher
Salary	L12 to L16
Accountable to	Vice Principal for Behaviour and Pastoral
Application deadline	16 Nov 26
Interview Dates	TBC w/c 23 Nov 26
Enquires and applications to	Korina.papagianni@lct.education



Mission Statement

Delivering an inclusive, compelling and transformative education that empowers young people, both in the classroom and beyond, preparing them for the rapidly changing world ahead.



Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.



Our values



A Trust With Heart

We place our young people, staff and families at the heart of everything we do; we empower our young people to become compassionate, caring, humble and inspirational individuals.



Never Leave A Child Behind

We support all our young people to ensure that - regardless of their background or starting point - they can achieve exceptional educational outcomes.



Thriving Community

We passionately believe that a positive, thriving community is the heartbeat of the academy. We embrace our collective strength to create a range of opportunities that enhance the lives of our young people and families whilst also acknowledging and celebrating the distinctiveness and individuality of each academy's community.



Together We Are Stronger

We are united in our vision to ensure the best learning experiences for our young people, staff, and community through strong relationships and effective



Successful Young People

We create a pride in our academies and a thirst for learning that raises aspirations and ensures our young people are ambitious - both within school life and through extensive enrichment offers - to prepare them for the global community.



Learning For All

We deliver compelling, transformative and reflective learning in our classrooms, celebrating the differences of each academy's community, inspiring all our young people and staff to be the very best that they can be.



Respect For All

We celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.



Coping With The Challenges Of Life

We develop resilience within all our young people and staff to ensure a mindset for success and readiness to thrive in an ever-changing global community.

Together, with our families, our staff and our communities, we are stronger.

At the Learning Community Trust, we are proud to lead a family of academies that spans education from early years through to post-16 within our specialist settings. We serve thousands of young people and staff across our academies and take our responsibility seriously, placing our young people, staff, and families at the heart of everything we do.

Our mission is so important to us all, we all work tirelessly to deliver an inclusive, compelling, and transformative education that empowers young people both in the classroom and beyond, preparing them for the rapidly changing world ahead. We are united by a shared vision: to develop compassionate, resilient, and inspirational individuals who are ready to thrive in an ever-changing global community.

Our eight core values: A Trust With Heart, Successful Young People, Never Leave A Child Behind, Learning For All, Thriving Community, Respect For All, Together We Are Stronger, and Coping With the Challenges of Life create our daily moral compass and guide every decision we make and every service we offer.

We believe that every young person deserves access to a rich and inspiring educational experience, one that fosters a mindset for success and importantly, prepares them to be global citizens. Across our Trust, we are proud to celebrate equality, diversity, inclusivity, and individuality, recognising that we have far more in common than that which divides us. Each of our academies is distinctive, with its own ethos and community, yet all are united in our commitment to exceptional outcomes and shared trust values.

Our success is rooted in a steadfast commitment to the professional growth and well-being of our staff. We believe that when our teams are empowered, supported, and continually developing, they create the foundation for truly exceptional learning experiences. That's why we invest in high-quality training, leadership development, and well-being initiatives that nurture both personal and professional growth. By fostering a culture of care, collaboration, and continuous improvement, we ensure that our staff feel valued, inspired, and equipped to make a lasting impact in the lives of our young people.

To ensure we remain focused and forward-thinking, we have developed a robust Five-Year Strategic Plan. This plan is more than a roadmap; it is a commitment to realising our mission and values across every academy and community we serve. Grounded in our eight core values, the plan sets out clear priorities, aligns resources,

and establishes measurable goals. It unites leaders, educators, families, and partners around a shared vision, ensuring we are prepared to meet challenges and lead with clarity, compassion, and impact.

A key strength of our organisation is our commitment to investing in the people who work within our Trust. We believe that when staff are supported to grow, our academies flourish. That's why professional development is at the heart of our offer. Every colleague, whether in teaching, leadership, support, or operations, benefits from access to CPD pathways designed to build expertise, confidence, and career progression.

No academy within our Trust stands alone. We work collaboratively to share best practice, provide targeted support, and create opportunities for staff to connect, learn, and lead. From coaching and mentoring to leadership development and subject networks, our CPD offer is designed to meet the needs of every role and every stage of a career. Our aim is simple: to empower educators to deliver exceptional outcomes for young people, while building fulfilling and sustainable careers.

We are proud of our reputation, both regionally and nationally, for strong educational outcomes and community focus. Our academies work closely together, sharing best practice across phases and settings to create thriving learning environments. We believe that Together We Are Stronger, and through collaboration, we can build a resilient, inclusive educational system where every young person can flourish.

Thank you for considering the Learning Community Trust as your partner in education. We look forward to working with you to create lasting, positive change for your school and your community.



Paul Roberts

Chief Executive Officer



Leadership of New Road

Thank you for your interest in joining New Road Academy. We are a vibrant, ambitious and inclusive academy where students are at the heart of everything we do. Our commitment is simple: *to provide an exceptional education that enables every young person to thrive and achieve their potential.*

Our values of **Ambition, Respect and Courage** shape the culture of our academy and guide our work each day. We strive to create a supportive environment where students are challenged to succeed, encouraged to develop confidence and resilience, and inspired to become responsible members of their communities.

We believe education is the gateway to opportunity. Our broad and ambitious curriculum is designed to challenge, engage and inspire learners, equipping them with the knowledge, skills and experiences they need for future success. Through high-quality teaching and a relentless focus on improvement, we support students to achieve their best academically while also developing their character and wellbeing. At New Road Academy, we recognise that strong relationships are fundamental to

success. We work closely with families and the wider community to ensure that every student feels valued, supported and able to fulfil their aspirations. Our dedicated staff are passionate about making a difference and are committed to creating opportunities that enable all young people to flourish.

As a school on an exciting journey of development and growth, we are looking for talented and committed colleagues who share our vision and values. This is an opportunity to join a collaborative and forward-thinking team that is ambitious for its students, its staff and its future.

If you are passionate about improving life chances, believe in the power of education to transform lives, and want to play a key role in shaping the success of young people, we would be delighted to receive your application.

We look forward to the possibility of welcoming you to New Road Academy.

Andrea Bell

Headteacher
New Road Academy



Why work for the Learning Community Trust?

The Learning Community Trust, is a large employer with staff working in all sectors of education as leaders, teachers, educational and pastoral support, business support, and other services across our growing trust.

We are committed to ensuring that Learning Community Trust is an outstanding employer. Recruiting, developing and supporting the best staff is essential to the success of our Trust and academies. Our head office is based in the heart of Telford, with academies across Telford and Shropshire and excellent road and rail links to the West Midlands and beyond.

- **Flexible working and work-life balance** — We recognise the importance of balancing work with personal commitments. Where the role allows, working patterns, core hours and home-working arrangements can be discussed and agreed, while ensuring the needs of the post, school and Trust continue to be met.
- **Generous pension provision** — Staff are automatically enrolled into the relevant pension scheme, with employer contributions through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Holiday and special leave** — Holiday entitlement varies by role, but support staff receive a generous annual leave allowance plus bank holidays, with additional entitlement awarded after five years' service. Our special leave policy also supports staff through important life events and family milestones.
- **Comprehensive induction, CPD and career development** — We are committed to helping colleagues grow throughout their careers, with structured induction, ongoing training, professional development, instructional coaching and opportunities for progression across our Trust.
- **Health and wellbeing support** — Staff have access to wellbeing resources, free eye tests, flu vaccinations, occupational health support and an Employee Assistance Programme offering confidential advice and support for employees and their families.



- **Counselling support** — Employees can access independent counselling support, helping colleagues and their families receive timely advice and support when they need it most.
- **Family-friendly policies** — We understand that family life and caring responsibilities matter. Our policies are designed to support colleagues through key life stages, including becoming a parent, growing a family or caring for dependants.
- **Financial protection and peace of mind** — We offer supportive sick pay arrangements and death in service benefits, providing reassurance and financial protection should the unexpected happen.
- **Salary sacrifice schemes** — Staff can access practical schemes to support financial wellbeing, including salary sacrifice options.
- **Modern working environments and the right equipment** — Our academies provide safe, modern and well-equipped working environments, with the technology, systems and resources colleagues need to work effectively, including remote access where appropriate.
- **Collaboration across a growing Trust** — Staff benefit from working across a diverse family of primary, secondary and specialist academies, sharing expertise, developing practice and contributing to Trust-wide improvement.
- **Additional staff perks** — Depending on the site, colleagues may benefit from discounted freshly prepared meals, free parking and access to facilities such as gyms and swimming pools at reduced rates or free of charge.



Assistant Principal: Safeguarding

ROLE OVERVIEW

The Assistant Principal for Safeguarding will provide strategic leadership for all aspects of safeguarding and child protection across the academy. The postholder will act as the Designated Safeguarding Lead (DSL), ensuring that safeguarding remains at the heart of the academy's culture and practice, promoting the welfare, safety, wellbeing and achievement of all students.

The Assistant Principal will work closely with senior leaders, staff, students, parents, governors, external agencies and the Trust to ensure the academy fully meets its statutory safeguarding responsibilities and creates a safe, inclusive and supportive environment where all students can thrive.

You will work closely with leaders responsible for attendance, behaviour, SEND, inclusion, mental health and personal development, ensuring that we understand the barriers faced by our most vulnerable pupils and respond to them effectively. You will maintain high aspirations for pupils who have or have had a social worker and consider their attendance, engagement, progress and attainment alongside their safeguarding needs.

As a visible and influential member of our senior leadership team, you will lead safeguarding and child protection across the academy while contributing to the wider strategic leadership and improvement of the school. You will ensure that safeguarding is everyone's responsibility and that excellent practice is embedded in the everyday life of the academy.

Job Description

Main purpose

The Assistant Principal for Safeguarding will provide strategic leadership for safeguarding, child protection, student welfare and inclusion across the academy. As the Designated Safeguarding Lead (DSL), they will ensure the academy meets all statutory safeguarding responsibilities and promotes a culture where every student feels safe, supported and able to achieve their full potential. The postholder will lead safeguarding practice, oversee effective intervention for vulnerable students, work collaboratively with families and external agencies, and provide training and guidance to staff. They will contribute to whole-school leadership, driving high standards of safeguarding, attendance, wellbeing and personal development.

The postholder will lead and manage the Safeguarding Team to ensure maximum effective and efficient use of resources.

Duties and responsibilities

Strategic Leadership

- Lead the development, implementation and monitoring of the academy's safeguarding and child protection strategy.
- Ensure safeguarding is embedded throughout all academy policies, procedures and practices.
- Advise the Principal, Governors and Trust leaders on safeguarding matters and emerging risks.
- Contribute to the academy improvement plan and wider strategic leadership of the academy.
- Provide leadership that promotes high standards of student welfare, inclusion and personal development.

Designated Safeguarding Lead Responsibilities

- Act as the academy's Designated Safeguarding Lead in accordance with statutory guidance.
- Lead and manage Deputy DSLs and the wider Safeguarding team, to provide regular supervision and leadership of open cases and reported causes for concern referrals.
- Using knowledge of safeguarding to prioritise casework for the Safeguarding team
- Lead safeguarding investigations and coordinate effective responses to concerns.
- Oversight and support as needed to referrals to Children's Social Care, Early Help services, police and other agencies.
- Maintain accurate, confidential and compliant safeguarding records.
- Ensure all safeguarding concerns are managed promptly and effectively.
- Attend and contribute to multi-agency meetings, case conferences, strategy discussions and professional reviews.
- Complete safeguarding audits as required by the Local Authority, Trust, and Principal as required.
- Working with the Principal and LADO for child protection concerns in cases which concern staff members
- Monitor vulnerable students and ensure appropriate interventions and support are in place.
- Commit to sharing best practices amongst trust wide DSLs.

Student Welfare and Wellbeing

- Ensure effective systems are in place to support vulnerable students.
- Promote a culture where students feel safe, respected and able to report concerns.

- Oversee safeguarding support plans and risk assessments where required.
- Lead preventative safeguarding education, ensuring students understand risks, e.g., online safety, exploitation, health relationships, mental health concerns, child-on-child abuse etc.

Staff Training

- Ensure all staff receive appropriate safeguarding training and updates, following trust training guidelines and any specific to the local context.
- Deliver and coordinate safeguarding training, CPD, briefings and awareness sessions.
- Provide professional advice and support to staff regarding safeguarding concerns.
- Ensure safeguarding responsibilities are understood by all employees, volunteers and contractors.

Compliance

- Ensure compliance with safeguarding legislation, statutory guidance and Trust policies.
- Monitor safeguarding practice through audits, reviews and quality assurance activities.
- Maintain safeguarding records and reporting systems.
- Prepare safeguarding reports for governors, trustees and external inspections.
- Lead academy readiness for safeguarding reviews and inspections.

Professional development

- Have a deep knowledge of legislation and guidance on safeguarding within education
- Maintain currency in Level 3 Safeguarding training
- Have professional curiosity in the development of safeguarding practices
- Attend training opportunities provided by the Local Authority, Trust and wider experts in the field.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all academy policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • Degree level qualification. • Level 3 Safeguarding training 	<ul style="list-style-type: none"> • Relevant leadership qualification or accredited professional development. • Safer recruitment training
Work or Relevant Experience	<ul style="list-style-type: none"> • Experience of managing safeguarding in a school setting, or other relevant setting. • Experience of handling large volumes of sensitive data, and upholding confidentiality • Experience of providing training, guidance and support to others. • Experience of leading and managing staff • Experience of working with external agencies and multi-agency teams. 	<ul style="list-style-type: none"> • Experience of developing and implementing policy and procedures • Experience of working within a multi-academy trust
Skills/Knowledge	<ul style="list-style-type: none"> • Expert knowledge of current legislation and guidance on safeguarding. • Knowledge of child protection procedures and multi-agency working • Knowledge of the responsibilities placed on school settings for keeping child safe • Ability to manage large volumes of data efficiently 	<ul style="list-style-type: none"> •

Person Specification

	<ul style="list-style-type: none"> • Awareness of both local and national agencies that provide support to children and families • Highly skilled communicator with ability to clearly communicate difficult topics to professionals as well as families. 	
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates a sustained and successful record of high-quality leadership and personal professional impact. • Ability to work under pressure and manage own workload • Be accessible and approachable • Shows a clear understanding of the importance and value of an excellent education for all pupils. • Displays a proactive, solution-focused and professional approach to leadership. • Demonstrates a strong commitment to improving outcomes and making a meaningful difference to pupils, staff and the wider academy community. • Welcomes professional feedback and uses it constructively to support continuous improvement. 	<ul style="list-style-type: none"> •

Person Specification

	<ul style="list-style-type: none">• Works effectively as part of a team and demonstrates strong alignment with the values and ethos of the Trust and academy.• Takes ownership and accountability for the role and team• Applies behaviour expectations consistently, fairly and in line with academy policy.	
Special Conditions	<ul style="list-style-type: none">• Sufficiently fluent in spoken English to ensure effective performance in the role.• Able to work at times to meet the needs of the academy and Trust.• Willingness to undertake an enhanced Disclosure and Barring Service check.• Commitment to safeguarding and promoting the welfare of children.	<ul style="list-style-type: none">• Experience of contributing to wider academy life, enrichment or community engagement.

How to apply

Please complete our application form which can be downloaded from [Our vacancies - Learning Community Trust](#) following the relevant job advert. Please complete highlighting your relevant experience, skills, and personal qualities. Once completed email to the email address on the front of this role information pack by the deadline.

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

We are committed to providing a fair and accessible recruitment process. If you require any adjustments at any stage, please contact us using the email address provided at the start of this pack.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- If shortlisted, references will be requested before interview
- All shortlisted candidates will be visited in their current setting ,where possible.

Please note that by submitting an application you agree for your personal data to be processed in line with the trust's privacy notices. Further information can be found at [Privacy Policy - Learning Community Trust](#)

Trust commitment to Safer Recruitment and Safeguarding:

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment:

- All offers of employment are subject to an Enhanced DBS check, children's barred list check and, where applicable, a prohibition from teaching check.
- An online social media check will be undertaken for all shortlisted candidates prior to the interview.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the Ministry of Justice website.
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Any offer of employment is subject to medical fitness, satisfactory references, right to work in the UK, satisfactory online check and an Enhanced DBS check.
- References will be requested and checked prior to any interview and in line with the Learning Community Trust recruitment and selection process.
- Applicants must have current right to work visa status, this role does not support visa applications

For more information regarding our commitment to safeguarding, visit <https://lct.education/statutory-information/safeguarding> to find view the latest statutory guidance.