



**Ark Victoria
Academy**

Director of Safeguarding

Reporting to:	Designated Safeguarding Lead
Start Date:	September 2025 or sooner
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent; Annualised Hours
Hours:	8:00am – 4:30pm, Monday – Friday (term-time only plus two weeks)
Salary:	Ark Support Staff Grade 11, points 33 - 40 (£42,708 - £49,764 p/a)
Closing Date:	15th May 2025 at 11am

If you are ready to add further value to our Educational Support Team and to work alongside a brilliant staff and school leadership team, then you will find this job extremely rewarding.

About the role

We are seeking to appoint a dedicated Director of Safeguarding who is committed to protecting and empowering young people. You will on all aspects of safeguarding across the organisation, ensuring the highest standards of protection and wellbeing are upheld for our students and the community we serve. As the Director of Safeguarding, you will support our most vulnerable children and help all pupils to thrive and will work closely with the senior leadership team and the Director of Inclusion to achieve this.

You will lead on the implementation and delivery of our safeguarding strategy and will direct and facilitate the development of safeguarding policies, training and procedures.

You will join a strong staff community responsible for supporting students, parents, teachers and the academy to establish a supportive and nurturing learning environment in which children can make good academic progress.

The successful candidate will have:

- Experience of safeguarding, working with children/young people in education, social work, youth work, etc., particularly managing child protection cases and investigations
- In-depth knowledge of the range of additional support/agencies which assist students
- Excellent communication and interpersonal skills and the ability to maintain effective working relationships with a variety of stakeholders

Ambitious

Resilient

Kind



About Ark Victoria Academy

Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Our school values and virtue pathways are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 'Good' inspection, by Ofsted, in October 2024: *'This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school's ambitious curriculum'*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal conversation about the role please contact HR Manager, Kelly Mubarik, via 0121 393 4459 or via k.mubarik@arkvictoria.org.

Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

Job Description

Key responsibilities

Policies & Reporting

- Implement the academy's Safeguarding and Child Protection policies and procedures in line with national, statutory and Ark requirements
- Monitor and review CPOMs and SENSO logs and ensure that they are actioned and updated appropriately
- Lead and support deputy DSLs in secondary phase
- Work closely with the strategic DSL and Director of Inclusion to regularly audit safeguarding within the school at Network and local authority level
- Initiate and deliver regular training on all aspects of Safeguarding and Child Protection to all staff across the school, ensuring that staff are kept up to date on current procedures
- Track and monitor the delivery and impact support programmes to ensure they have maximum impact on enabling the child to be safe, happy and successful
- Attend and participate in Child Protection Conferences and Planning and Review meetings within and outside normal working hours
- Prepare relevant reports for specific audiences
- Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection
- Support the senior leadership team in maintaining a strong sense of academy culture and ethos among both staff and students
- Act as a positive role model to staff and students

Outreach

- Plan and complete professional assessments of need and risk regarding parents and carers using the appropriate procedures for children in need and significant harm
- Coordinate the multi-agency approach as preventative measures and to address child protection issues
- Work directly with children in need and their families in the community in order to promote, strengthen and develop
- Work closely with Senior Leader in charge of attendance, to deal with attendance issues

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Undertake other various responsibilities as directed by Line Manager or Principal
- Ability to work as part of a team as well as working on their own initiative

Person Specification

Ambitious

Resilient

Kind



Qualification Criteria

- Qualified to degree level or equivalent, desirable
- Professional Social Work qualification, desirable

Knowledge, Skills and Experience

- Experience of safeguarding, working with children/young people in education, social work, youth work, etc., particularly managing child protection cases and investigations
- Experience of establishing effective relationships with children, their families, other stakeholders and the wider community
- Experience of developing policies and/or procedures
- Detailed and authoritative knowledge of safeguarding and child protection
- In-depth knowledge of the range of additional support/agencies which assist students
- Excellent communication and interpersonal skills and the ability to maintain effective working relationships with a variety of stakeholders
- Strong problem solving and analytical abilities
- Able to balance competing priorities, work on own initiative and to tight deadlines
- Able to write reports, summarise clearly and articulate concepts and proposals

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious, resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.