

# Careers Link Director Role Description FINAL 1.0 (Sep 2023)

### Overview:

This role description is for the non-executive director appointed by the NEAT Academy Board of Directors to act as the trust's Careers Link Director (who must not be an employee of the trust). It supplements the generic non-executive director/trustee role description, which sets out the role and expectations that applies to all members of the Board.

## Role purpose:

To take leadership responsibility for careers provision on behalf of the Trust Board. However, the Trust Board retains the collective responsibility for ensuring that provision is effective across all of the trust's schools.

#### Role:

- 1. To work with the trust's Strategic Lead Cradle to Career Project to:
  - learn about the trust's context and how this influences the approach to careers education, based on the Gatsby Benchmarks of good careers guidance where relevant;
  - understand the trust's strengths and areas for development in relation to careers education;
  - scrutinise and evaluate progress on any trust-wide careers priorities; and
  - evaluate the effectiveness of the trust's support and challenge for its schools in relation to careers education, both internally and through any external partners.
- 2. To understand how careers provision works in practice across the trust and provide quality assurance by reviewing local scrutiny and evaluation to:
  - build knowledge and understanding of the trust's careers education provision and its policies and plans, ensuring these are effective, regularly reviewed and updated;
  - evaluate how schools are performing in relation to the Gatsby Benchmarks of good careers guidance where relevant;
  - understand how careers education is built into the schools' curricula (including through the NEAT Experience) and the opportunities available for pupils;
  - review evidence (e.g. from internal/external data, visits and feedback from parents/carers, pupils and staff) to evaluate the effectiveness of the careers education provision for all pupils across the trust:
  - evaluate the effectiveness of the development and support for staff in relation to careers education; and
  - for secondary schools, have oversight of the school's compliance with statutory careers guidance and access for education and training providers.
- To report back to the Trust Board including Achievement and Climate for Learning Committee on findings and actions from the quality assurance process.

## **Expectations:**

In order to perform this role well, the Careers Link Director is expected to:

- stay up-to-date on relevant guidance and policy, ensuring the Trust Board is made aware of any changes to their responsibilities; and
- undertake appropriate CPD relevant to the role.



# Health and Safety Link Director Role Description FINAL 1.0 (Sep 2023)

### Overview:

This role description is for the non-executive director appointed by the NEAT Academy Board of Directors to act as the trust's Health and Safety Link Director (who must not be an employee of the trust). It supplements the generic non-executive director/trustee role description, which sets out the role and expectations that applies to all members of the Board.

## Role purpose:

To take leadership responsibility for health and safety on behalf of the Trust Board. However, the Board retains collective responsibility for ensuring that health and safety is effective across all of the trust's schools and services.

#### Role:

- 1. To work with the trust's Head of Business Services to:
  - learn about the trust's context and how this influences the approach to health and safety;
  - understand the trust's health and safety strengths and areas for development;
  - have oversight of incidents, near misses and accidents across the trust and whether these identify the need for changes to policy and/or practice;
  - scrutinise and evaluate progress on any trust-wide health and safety priorities/action plans; and
  - evaluate the effectiveness of the trust's support and challenge for its schools and services, both internally and through any external partners.
- 2. To understand how health and safety works in practice across the trust and provide quality assurance by reviewing local scrutiny and evaluation to:
  - build knowledge and understanding of the trust's health and safety policy framework and supporting procedures and protocols, ensuring these are effective, regularly reviewed and updated;
  - evaluate how the culture of health and safety is working within the trust;
  - understand how pupils are taught about staying healthy and safe;
  - review evidence (e.g. from internal data, health and safety audits/visits and feedback from stakeholders) to spot trends and ensure the robustness of health and safety procedures and systems;
  - review what pupils and staff across the trust think about how their school/service keeps them healthy and safe;
  - evaluate the effectiveness of the development and support for all staff in relation to health and safety; and
  - have oversight of the trust's compliance with statutory duties to ensure the health and safety of building occupants and statutory reporting requirements.
- 3. To report back to the Trust Board including its Finance, Audit and Risk Committee on findings and actions from the quality assurance process.
- 4. To engage with the schools' Health and Safety Link Governors, leading the trust's Health and Safety Governance Network and facilitating the effective governance of health and safety.

## **Expectations:**

In order to perform this role well, the Health and Safety Link Director is expected to:

- stay up-to-date with relevant legislation, guidance and policy, ensuring the Trust Board is made aware of any changes to their health and safety responsibilities; and
- undertake appropriate CPD relevant to the role.



# **Safeguarding Link Director Role Description** (Oct 2021)

### Overview:

This role description is for the non-executive director appointed by the NEAT Academy Board of Directors to act as the trust's Safeguarding Link Director (who must not be an employee of the trust). It supplements the generic non-executive director/trustee role description, which sets out the role and expectations that applies to all members of the Board.

## Role purpose:

To take leadership responsibility for safeguarding children and young people on behalf of the Trust Board. However the Board retains collective responsibility for ensuring that safeguarding is effective across all of the trust's schools and services.

#### Role:

- 1. To work with the trust's Strategic Safeguarding Lead to:
  - learn about the trust's context and how this influences the approach to safeguarding;
  - understand the trust's safeguarding strengths and areas for development;
  - have oversight of safeguarding incidents across the trust and whether these identify the need for changes to policy and/or practice;
  - scrutinise and evaluate progress on any trust-wide safeguarding priorities; and
  - evaluate the effectiveness of the trust's support and challenge for its schools and services, both internally and through any external partners.
- 2. To understand how safeguarding works in practice across the trust and provide quality assurance by reviewing local scrutiny and evaluation to:
  - build knowledge and understanding of the trust's safeguarding policies and procedures, ensuring these are effective, regularly reviewed and updated;
  - evaluate how the culture of safeguarding is working within the trust;
  - understand how safeguarding is built into the schools' curriculum and how pupils are taught about staying safe;
  - review evidence (e.g. from internal data and safeguarding audits/visits) to spot trends and ensure the robustness of safeguarding procedures and systems;
  - review what parents/carers, pupils and staff across the trust think about how their school/services safeguards children and young people;
  - evaluate the effectiveness of the development and support for all staff in relation to safeguarding;
    and
  - have oversight of the trust's compliance with statutory recruitment and vetting checks.
- 3. To report back to the Trust Board including its Achievement and Climate for Learning Committee on findings and actions from the quality assurance process.
- 4. To engage with the schools' Safeguarding Link Governors and the NEAT Active Ltd Safeguarding Director, leading the trust's Safeguarding Governance Network and facilitating the effective governance of safeguarding.
- To assess the suitability of any individuals with a criminal record seeking appointment as a Local Governing Committee member.

## **Expectations:**

In order to perform this role well, the Safeguarding Link Director is expected to:

- stay up-to-date on relevant guidance (including Keeping Children Safe in Education) and policy, ensuring the Trust Board is made aware of any changes to their safeguarding responsibilities; and
- undertake appropriate CPD relevant to the role.



# **SEND Link Director Role Description** (Oct 2021)

### Overview:

This role description is for the non-executive director appointed by the NEAT Academy Board of Directors to act as the trust's Special Educational Needs and Disability (SEND) Link Director (who must not be an employee of the trust). It supplements the generic non-executive director/trustee role description, which sets out the role and expectations that applies to all members of the Board.

## Role purpose:

To take leadership responsibility for special educational provision and inclusion on behalf of the Trust Board. However the Board retains collective responsibility for ensuring that provision is effective across all of the trust's schools.

#### Role:

- 1. To work with the trust's Strategic SEND Lead to:
  - learn about the trust's context and build knowledge and understanding of the needs of pupils with SEND across all schools;
  - understand the trust's strengths and areas for development in relation to SEND and inclusion;
  - scrutinise and evaluate progress on any trust-wide SEND priorities; and
  - evaluate the effectiveness of the trust's support and challenge for its schools in relation to SEND, both internally and through any external partners.
- 2. To understand the SEND provision across the trust and provide quality assurance by reviewing local scrutiny and evaluation to:
  - build knowledge and understanding of the trust's provision for pupils with SEND and its policies, plans and information for parents, ensuring these are effective, regularly reviewed and updated;
  - understand the level of funding the trust receives to meet the needs of pupils with SEND and evaluate the effectiveness of the use of available resources;
  - understand how the curriculum is adapted to meet the needs of all pupils, including those with SEND:
  - review evidence (e.g. from internal data, visits and feedback from parents/carers, pupils and staff) evaluate the effectiveness of the provision for pupils with SEND across the trust;
  - evaluate the effectiveness of the development and support for staff to meet the needs of SEND pupils;
  - have oversight of the trust's compliance with the SEND Code of Practice.
- 3. To report back to the Trust Board including its Achievement and Climate for Learning Committee on findings and actions from the quality assurance process.
- 4. To engage with the schools' SEND Link Governors, leading the trust's SEND Governance Network and facilitating the effective governance of special educational provision.

## **Expectations:**

In order to perform this role well, the SEND Link Director is expected to:

- stay up-to-date on relevant guidance (including the SEND Code of Practice) and policy, ensuring the Trust Board is made aware of any changes to their SEND responsibilities; and
- undertake appropriate CPD relevant to the role.