

Salary:	NJC Pay Scale, Grade G
Responsible to:	Designated Safeguarding Lead
Date of Job Description:	May 2026

Purpose of the Role:

To act as a lead professional in the school's safeguarding team, deputising for the Designated Safeguarding Lead (DSL) in overseeing and ensuring appropriate actions are taken. This includes managing a complex caseload of high-risk students, providing expert guidance for staff and families, and acting as the primary point of contact for safeguarding advice to improve outcomes and overcome barriers to learning.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself, to protect children and young people is maintained.
- To support in the delivery and, where required, lead elements of safeguarding related whole-staff CPD.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in CPD as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. **Lead Advisor:** Act as the first port of call for staff seeking advice on safeguarding concerns or disclosures.
2. **Caseload Management:** Manage a complex and high-risk caseload, ensuring all actions are recorded and outcomes achieved.
3. **Student Voice:** Conduct planned 1-1 meetings and student drop-in sessions for worries or disclosures. Take students voice to all meetings and feedback to students after the meetings
4. **Digital Monitoring:** Monitor MyConcern (or equivalent) and Senso alerts throughout the day, ensuring concerns are actioned immediately. (monitor staff reading and add and archive staff)
5. **Multi-Agency Representation:** Represent the school in CP Conferences, Core Groups, CIN, Strategy, MARAC, and Blackpool Prevention Partnership Panel meetings. DSL meetings. Represent the DSL when unavailable for meetings
6. **Reporting:** Prepare and produce accurate reports for senior staff/governors and external agencies (e.g., Conference reports, PSRs).
7. **Safeguarding Systems:** Oversee the safeguarding spreadsheet (Child on Child concerns), Operation Encompass referrals, and DPI file flags.(Monitor Visitors spreadsheet and add to student profiles)
8. **Police Liaison:** Coordinate planned and ad-hoc police meetings in school with students. Acting as the appropriate adult
9. **Transition & Admissions:** Manage safeguarding data for incoming/leaving students, including transition meetings (Primary to Secondary and Montgomery to College).
10. **Early Help:** Complete Early Help assessments and support pastoral staff/support staff to complete referrals, acting as Lead Professional (Level 3) where required.
11. **Staff Support:** Provide wellbeing support to staff regarding their personal lives and lead safeguarding-related staff meetings (e.g. LADO, wellbeing).
12. **Community Outreach:** Oversee MCKS Food Charity evidence, leaflets, and agency referrals (e.g., Nest, Boathouse). Vulnerable family support xmas gifts food vouchers etc
13. **Compliance:** Support the DSL with school audits (e.g., Blackpool School Safeguarding Lead), Ofsted preparation, and termly meetings with the Safeguarding Governor.

14. **Site Safety:** Implement safety protocols (e.g., Vape Protocol) and conduct risk assessment
15. **Legal:** Attend court hearings and prepare all necessary paperwork beforehand. Supply documents in timely manner when requested by court orders etc
16. **Absence Cover:** Act as the Designated Safeguarding Lead in the absence of the Deputy Headteacher.
17. To lead on the creation, implementation, and regular review of comprehensive student risk assessments addressing high-level concerns, including bail conditions and legal restrictions, while managing and monitoring risk management plans for students regarding self-harm and substance misuse to ensure appropriate interventions and support packages are in place.
18. To contribute to induction family meetings for new students joining the Academy, including those from out-of-area, elective home education (EHE), or local school transfers, to ensure a robust safeguarding transition and identify support needs at the point of admission.

Individuals in this role may also:

1. To participate in and provide support to the school in the organisation of events such as open evenings, awards evening etc.
2. Support other staff as a line manager and/or a Development Reviewer
3. Undertake supervision duties before, during and after the Academy day, as required.

Indicative knowledge, skills and experience

- Knowledge/Skills equivalent to national qualification Level 3 or equivalent experience.
- Additional specialist knowledge of working with high profile and complex child protection/safeguarding concern. Training undertaken to support this and ongoing updates to training Webinars etc
- Experience of dealing with emotional situations where students or staff may become distressed.
- Experience of communicating with empathy and sensitivity.