



Job description: Head of Safeguarding, Admissions and Family Engagement (SAFE)

Job details

Salary: PS13 £68,774 - £75,583 (figures do not yet include April 2025 Surrey Pay Award, yet to be negotiated) / Leadership Scale L17 to L20 (£75,206 - £80,857), depending on successful candidate

Contract type: Full time Permanent

Reporting to: Head of Schools

Responsible for: TLR holders, whole school curriculum, DSL

Main purpose

The main purpose of the Head of SAFE role is to support the Head of school with the leadership and management of both the Primary and the Secondary and FE schools, and ensuring all matters of Leadership and Management are conducted to the highest standards.

To support in establishing and sustaining the Schools ethos and strategic direction, in line with the community vision, together with the strategic leadership team, the governing board and through consultation with the school community.

Strategic Leadership

The Head of SAFE will:

- Work with the HoS and EHT to Establish a short and long term strategic Freemantles development plan and work towards its successful completion
 - Ensure improvement strategies are effectively implemented
 - Monitor progress towards achieving the schools aims and objectives.
- Responsibility for the schools ensuring rigorous procedures are in place and supporting the Executive Headteacher and Head of school with the preparation of materials for key areas such as Safeguarding, OFSTED, Admissions, Tribunals, Exclusions and complaints.
- This post will hold the key role of Designated Safeguarding Lead.
- Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives related to the role.
- Be engaged with and giving input to strategic reviews of the staffing structure, including the structure of the leadership teams, to ensure that the community is in the ideal position to fulfil all its responsibilities and functions as effectively as possible.
- Maintain an awareness of, and, where appropriate engage with the leadership of the Freemantles Community's wider Surrey and National facing roles, further developing our reputation.
- Maintain an awareness of, and, where appropriate engage as a proactive member of the Surrey and National Special school sector engaging positively with Surrey in supporting their SEN / Autism work.
- To be involved in the development of leadership succession planning, ensuring that leaders at all levels have appropriate opportunities to be involved in developing an understanding of responsibilities at the next level. To support the development of a clear plan that supports this which is shared with the community.

Qualities

The Head of SAFE will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- › Be an active, high-profile leader.
- › Build positive and respectful relationships across the school and community
- › Serve in the best interests of the school's pupils as the main priority.
- › Serve in the best interests of people with Autism in the locality more widely
- › Serve in the best interests of the community of Surrey schools to be more inclusive and successful

Duties and responsibilities

Community culture and behaviour

The Head of SAFE will:

- › Promote a school culture where pupils experience a positive, nurturing and enriching school life that promotes a sense of belonging to the community.
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- › Ensure a culture of staff professionalism; modelling supportive and understanding behaviour.
- › Promote the vital importance of emotional wellbeing for all those involved in the school and community.
- › Encourage high standards of behaviour from pupils.
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- › Promote the community's commitment to restraint reduction within each of the school settings.
- › Promote the principle of staff fulfilment, as a step up from wellbeing, for staff across the school and community.
- › Promote a culture and practices that enables all pupils to access the curriculum
- › Promote a culture which is open to supporting the wider educational community, is welcoming to visiting professionals and create positive and constructive working relationships.
- › Promote equal opportunities for all throughout the organisation.
- › Promote joint working and a feeling of mutual respect across the community

Teaching, curriculum and assessment

The Head of SAFE will:

- › Share ambitious expectations for all pupils in the school.
- › Ensure teaching is underpinned by autism expertise and a solid knowledge of the interventions identified to deliver the community mission.
- › Ensure the school works effectively with and for parents, carers and families. Establishing successful means of regular and informative communication at all levels, demonstrating that parents are an essential partner in our work leading the family support staff team.
- › Support and monitor effectiveness of the teaching of a broad, structured and coherent social curriculum that promotes teaching students to safeguarding themselves and reducing vulnerabilities
- › Support and monitor effectiveness of the use of valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- › Support in the Assessing, collating and presenting of appropriate pupil progress reports to the EHT and Governors, looking at the processes of moderation as a part of this presentation.
- › Co-ordination of the self-evaluation of performance.

- Support and monitor effectiveness of evidence-informed approaches to teaching independence, social understanding so that all pupils are taught:
 - To be able to use an effective means of communication
 - To read at a level which is effective in supporting them.
 - To be able to complete tasks without assistance and constant monitoring
 - To better understand what is happening in the social world and why.

Additional and special educational needs (SEN) and disabilities

The Head of SAFE will:

- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- As a special school: promote the meeting of needs of pupils with SEND / Autism in other settings through welcoming visiting professionals who are accessing CPD activities within the school.
- Take on the role of Designated Safeguarding Lead. Leading and supporting the team of Deputy DSL's and ensuring that Safeguarding is acknowledged as the high priority that it needs to be.
- Read and respond to admissions and tribunals, visiting potential students where necessary.
- Identify issues and trends that may have an impact in their areas of responsibility to enable appropriate action to be taken.
- Lead the development of policy in own areas of specialism, contributing to the delivery of organisational objectives.

Managing the school

The Head of SAFE will:

- Have responsibility for staff and pupils' safety and welfare through establishing effective approaches to safeguarding, and health and safety as part of duty of care.
- Lead and Manage staff well with due attention to workload, developmental feedback, wellbeing and fulfilment.
- Ensure rigorous approaches to identifying, managing and mitigating risk

Recruitment and Professional development

The Head of SAFE will:

- Establish and review processes to recruit, induct, train and retain high quality staff at all levels.
- Ensure staff have access to appropriate, high standard professional development opportunities, including:
 - induction for all new staff,
 - regular, in depth, intervention training to sustain practice and skills
 - legally required training
- Keep up to date with developments in education and specifically special education
- Seek training and continuing professional development to meet needs
- Be aware of and involved in the development of autism training / conference talk programmes offered to parents, professionals and national bodies within the community.

Governance, accountability and working in partnership

The Head of SAFE will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities in relation to safeguarding and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations.
- Work with senior leaders, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

The Head of Safe will:

- Work in the Strategic Leadership team, play an active role in developing and exploring various partnership working opportunities; recognising that these will be key in the future educational landscape. Including formal close partnerships such as MATS and Federations.
- Lead on drawing together all the information needed to make successful additional funding applications where these are required and follow these up until the funding is agreed

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2024

Next review date:

Line manager’s signature: _____

Date: _____

Postholder’s signature: _____

Date: _____