

Job Description

Job Title:	Pastoral Director - Safeguarding Lead
Grade:	Leadership Grade L5-L9
Line Manager:	Assistant Principal Pastoral Support
Responsible for:	Personal Tutors
Job Requirement:	A minimum of 4 tutor groups (or the equivalent) / 200 working days per academic year

Key Purpose of the Role

The Director (Safeguarding) is a key member of the College safeguarding team. Working alongside the College Designated Safeguarding Lead (the Assistant Principal Pastoral Support), they are the College's First Deputy Designated Safeguarding Lead (the meaning of Designated Safeguarding Lead being as set out in the currently applicable Department for Education statutory guidance "Keeping Children Safe in Education"), and the first point of contact for the team of second deputy designated safeguarding leads. They lead and advise the pastoral team, including SDDSLs, Lead Tutors, any additional deputy Designated Safeguarding Leads from time to time and Personal Tutors on all aspects of safeguarding, making referrals to external agencies in situations that are too complex for a SDDSL and managing the safeguarding caseload.

In addition, the Director (Safeguarding) is a Lead Tutor, leading and being responsible for the quality of advice, guidance, support and challenge provided to students by a team of Personal Tutors and their effectiveness in enabling and supporting students to achieve outcomes at their highest potential. In doing so the post holder contributes to the stated ambition of the College to continue to be 'a distinguished provider of the highest quality education'.

There is an expectation that the Director (Safeguarding) will work closely with relevant curriculum and pastoral leads.

What follows is not intended to be an exhaustive or definitive list of responsibilities; other duties may be required as necessary. Together with the extended senior leadership team, the Director (Safeguarding) will:

Manage People

1. Under the strategic leadership of the Assistant Principal Pastoral, the College Designated Safeguarding Lead¹, provide visible and professional leadership for the College safeguarding provision, ensuring that the highest quality safeguarding provision is in place for all students and that proactive support and/or interventions are appropriately directed towards any areas that could affect the quality of provision.

2. Safeguarding is a responsibility for all staff across the college as such the post holder will support all staff in the provision and delivery of safeguarding training in order to meet statutory regulations. Ensure that all staff understand their responsibilities and duty of care. This should also reflect the high standards set by the college over and above safeguarding regulations.
3. Provide visible and professional leadership for a team of Personal Tutors, ensuring that the highest quality tutoring is offered to all students and that proactive support and/or interventions are appropriately directed towards any areas of risk that could affect students' achievements.
4. Work in partnership with the senior and pastoral leadership team and HR to agree the annual safeguarding workforce plan and to implement identified requirements in a timely and cost effective manner.
5. Manage and review safeguarding staff resource requirements throughout the academic year, representing the needs of the pastoral provision within appropriate forums and implementing any agreed resourcing outcomes.
6. Maintain a positive working relationship with the Registry and Data Manager in order to understand projected student numbers for the safeguarding provision and to recommend appropriate resource plans to the senior leadership team and HR.
7. Manage the development of staff within the safeguarding provision and maintain a very clear focus on continuous improvement in line with the College Mission and Prospect Trust Vision, Values and Strategic Aims .
8. Work collaboratively with the Assistant Principal Pastoral Support and Director (Safeguarding) to lead and co-ordinate the recruitment process on behalf of the Principal for any resource requirements within the safeguarding provision (and contribute and support such processes across the wider pastoral provision), ensuring appointments adhere to all safeguarding requirements as identified in the Keeping Children Safe in Education statutory guidelines and that post holders have the required skills and behaviours to further improve student outcomes.
9. Lead, manage, co-ordinate and/or support the induction, probation, appraisal, performance management and complaints processes for staff within the pastoral provision, ensuring appropriate training and coaching to improve performance delivery and robustly manage any significant issues that could affect provision quality.
10. Work in collaboration with the senior leadership team and HR staff to manage any required capability/disciplinary process, acting as the Investigating Officer when required and robustly managing any performance concerns that could affect student outcomes.
11. Build and maintain positive working relationships with all staff in order to ensure that any safeguarding concerns are immediately highlighted and appropriately managed.

12. Promote a culture that is supportive and inclusive, values diversity and provides opportunities for all students to fulfil their potential.

Performance Delivery

1. Act as FDDSL¹ and the first point of contact for the team of SDDSLs, taking the lead on, and ownership of, advising the pastoral team, including SDDSLs, Lead Tutors, any additional deputy Designated Safeguarding Leads from time to time and Personal Tutors on all aspects of safeguarding, making referrals to external agencies in situations that are too complex for a SDDSL and managing the resulting safeguarding caseload.
2. Lead and co-ordinate regular meetings to ensure that ongoing evaluation is undertaken and process improvements are identified and implemented, ensuring highly effective pastoral support is at the core and that there is a forum for initiating and consulting on whole College initiatives and concerns.
3. Actively monitor the quality of safeguarding across the pastoral provision, and lead on ensuring that areas of good practice are shared across the pastoral team and areas of concern are swiftly and effectively addressed
4. Work collaboratively with Finance and HR staff to monitor and manage delegated budgets, ensuring appropriate allocation to provide the highest possible quality of pastoral provision.
5. Work collaboratively with other providers and The Registry Department to ensure timely and accurate information transfer at key transition points.
6. Act as an integral part of the Supporting Student Success Framework and carry out the requisite meetings with students, teachers, personal tutors and parents as appropriate.
7. Promote the dissemination of good practice across the College.
8. Work in collaboration with the Assistant Principal Quality and Assistant Principal Pastoral Support to develop effective Quality Assurance procedures for implementation throughout the College, including across the pastoral provision, ensuring that these are effectively cascaded to all pastoral staff.
9. Lead and co-ordinate Quality Assurance across the safeguarding provision, regularly reviewing Quality Improvement Plans and ensuring that any actions are effective in securing improvements.
10. Support the Assistant Principal Curriculum and Quality and Assistant Principal Pastoral to co-ordinate and participate in the Assessed Lesson Observation and peer observations

¹ the meaning of “Designated Safeguarding Lead” being as set out in the currently applicable Department for Education statutory guidance “Keeping Children Safe in Education”

schemes, reviewing the outcomes and implementing appropriate interventions and support in relation to any identified issues.

11. Work in partnership with the Assistant Principal Partnerships and Progression, Directors of Faculty, Lead Tutors and, Senior/Curriculum Managers to promote effective links with partner and link schools and support the arrangement of any agreed events.
12. Monitor performance data relating to the safeguarding provision, particularly in relation to priority areas identified in the Self Assessment Report, communicating recommended action plans to the senior leadership team and staff to further drive quality improvement and/or performance plans.
13. Keep relevant AQC Councillors up to date with improvement plans, and (from time to time) attend AQC meetings to report on this and/or the cross-College work they are involved in.
14. Ensure pastoral staff maintain regular student/parent contact and disseminate timely and relevant material in respect to student progress and expected outcomes.

Other Duties

1. Attend meetings and forums with the senior leadership team of the College in order to further develop best practice and to anticipate any future risks or opportunities that will need to be managed or exploited via appropriate policy changes.
2. Represent the senior leadership team of the College at appropriate external networks and partnership meetings in order to further develop best practice and anticipate any future risks or opportunities that may need to be managed or exploited.
3. Develop and maintain positive working relationships with staff and other relevant partners to identify and understand how existing practices may need to be adapted in future.
4. Actively contribute to strategic planning as part of the College senior leadership team in order to support the development of appropriate whole College policies and performance targets.

Qualifications, skills and knowledge

Person Specification

Qualifications:

- Honours degree or equivalent.

Significant and proven experience in the following areas:

- Safeguarding in an education setting (with experience of leading a safeguarding provision being desirable)

- Leading and inspiring a team in order to improve performance.
- Supporting and coaching staff/students to resolve complex problems, with the ability to influence and persuade others.
- Implementing and reviewing appropriate quality improvement interventions.
- Building positive and collaborative working relationships with internal and external partners.
- Knowledge of the local and national educational landscape.
- Understanding strategic issues and implementing appropriate plans to manage risks and exploit opportunities.
- Resolving complex workplace problems and evaluating outcomes in order to improve future performance and manage risks.
- Understanding and presenting performance data and recommending appropriate actions to address areas of risk.
- Working in collaboration with parents and carers on sensitive issues.
- Achieving excellent outcomes for all students.
- Developing positive working relationships with HR staff to successfully resolve people management issues and requirements.
- Effective budget management and positive working relationships with Finance staff.
- Creating and maintaining a culture where all staff and students feel valued, motivated and are supported to develop.
- Safeguarding requirements and commitment to upholding the highest standards of safety for all College users.
- Previous experience of working in post-16 education is desirable

Personal qualities and skills:

- Articulate verbal and written communication skills with the ability to appropriately communicate and engage with different individuals and groups on a wide range of issues.
- Confident to deliver presentations to large internal and external audiences.
- High professional standards and personal integrity, with high expectations of self and others.
- Self-motivated, resilient and calm in high pressure situations, with the ability to manage a demanding workload and deliver results.
- Empathetic, with a high level of emotional intelligence.
- Innovative and outward looking; creative in finding solutions.

- Ability to appropriately challenge others and respectfully present views at a senior level.
- Able to represent and be a credible ambassador for the College/Trust.