

Post title: Safeguarding Manager

Salary and grade: NJC 27 – 31 / £38,221 - £41,772

Contract Type: Permanent, Full-Time

Line manager/s:



Main purpose of the job:

To act as **Deputy Designated Safeguarding Lead (DDSL)** and play a central role in promoting, embedding and strengthening a culture of safeguarding across the school. The postholder will lead on complex safeguarding and child protection matters, support early help and intervention, and ensure statutory requirements and Trust expectations are met to safeguard and promote the welfare of children and young people.

Key duties and responsibilities

Responsible for:

1. Safeguarding Leadership

- Act as Deputy Designated Safeguarding Lead and deputise for the DSL when required, in line with *Keeping Children Safe in Education*.
- Support the development, implementation, monitoring and review of safeguarding policies and procedures.
- Maintain an expert and up-to-date understanding of safeguarding legislation, statutory guidance and best practice.
- Provide regular safeguarding reports and updates to the DSL, Headteacher, Governing Body and Nexus MAT.

2. Complex Safeguarding and Child Protection

- Lead on serious and complex safeguarding concerns, including pupils with high levels of vulnerability.
- Coordinate and manage Threshold 4 concerns, including Section 47 enquiries.
- Attend and contribute to strategy meetings, child protection conferences and core group meetings.
- Take a leading role in Child Protection planning and reviews.
- Work effectively with statutory and partner agencies to ensure timely and appropriate safeguarding responses.
- Plan, deliver and oversee targeted and bespoke direct work for pupils with Child Protection Plans.

3. Early Help and Targeted Intervention

- Support pastoral staff in identifying appropriate Early Help provision.
- Coordinate the school's response for pupils below the Early Help threshold.
- Deliver bespoke 1:1 direct work to targeted pupils to improve wellbeing, attendance, behaviour and engagement.
- Monitor and evaluate the impact of in-school wellbeing and early intervention support.

4. Systems, Data and Record Keeping

- Maintain oversight of safeguarding systems, including CPOMS, ensuring accurate, timely and high-quality recording.
- Analyse safeguarding data to identify patterns, risks and areas for intervention.
- Ensure records are maintained securely in line with GDPR and Data Protection legislation.

5. Training, Advice and Support

- Support the DSL in the planning and delivery of safeguarding and trauma-informed training for staff.
- Provide advice, guidance and professional support to staff dealing with safeguarding concerns.
- Promote and model trauma-informed practice across the school.

6. Partnership Working and Transition

- Develop and maintain effective working relationships with external agencies and professionals.
- Take a lead role in safeguarding-related transition work with feeder primary schools.
- Coordinate the safe and effective transfer of safeguarding information to post-16 providers.

7. General and Professional Responsibilities

- Contribute to whole-school events and activities as required.
- Promote equality, diversity and inclusion in all aspects of the role.
- Participate in meetings, training, supervision and performance management processes.
- Undertake continuing professional development relevant to the role.
- Carry out any other duties appropriate to the grade and responsibilities of the post, as directed by the DSL or Leadership Team.
- **Working Environment and Conditions**
- The post requires working across multiple school sites.
- A full, clean driving licence and access to a vehicle is advantageous.

Additional duties:

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;
- Information Records Management Toolkit for Schools.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications & Skills	Level 3 qualification	•	
	Advanced Safeguarding training (or willingness to undertake immediately).	•	
	Relevant qualification or equivalent professional experience in safeguarding, child protection or pastoral support.	•	
	Trauma Informed Practitioner qualification.		•
	Strong analytical and organisational skills, including effective use of safeguarding data.	•	
	Excellent written and verbal communication skills.	•	
	Competence in the use of safeguarding recording systems (e.g. CPOMS).	•	
	Ability to manage complex, sensitive cases with professionalism and emotional resilience.	•	

		Essential	Desirable
Knowledge & Experience	Significant experience of managing safeguarding and child protection cases.	•	
	Experience of working with Children Looked After and Early Help processes.	•	
	Experience of multi-agency working with statutory and partner agencies.	•	
	Experience of working in a trauma-informed way with children and young people.	•	
	Thorough knowledge of safeguarding legislation and statutory guidance (Keeping Children Safe in Education).	•	
	Experience within SEND and/or specialist education settings.		•
	Experience of delivering safeguarding or wellbeing training to staff.		•
Personal Effectiveness	Demonstrable commitment to safeguarding and promoting the welfare of children and young people	•	
	Calm, resilient and able to work under pressure.	•	
	Flexible, proactive and solution-focused.	•	
	Able to work collaboratively and professionally with colleagues and external partners.	•	
	Commitment to equality, diversity and inclusion.	•	
	Full, clean driving licence and access to a vehicle.		•

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the DSL and/or Leadership Team.