

Role:	SAFEGUARDING MANAGER
Salary:	West Sussex Grade 8 + Market Supplement + Crawley Allowance
Hours:	22.5 hours a week, 3 days a week (preferably Mon-Weds, flexibility in days for the right candidate). Term Time Only plus inset.
Position Level:	SCHG72d

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	Assistant Headteacher (DSL & Mental Health Lead)
Purpose:	<p>Support and extend the safeguarding leadership of the Designated Safeguarding Lead and Deputy DSL.</p> <p>Lead safeguarding practice across the school, ensuring the effective protection, wellbeing and support of all pupils through robust systems, early intervention and strong multi-agency working.</p> <p>Embody the Christian ethos and underpinning elements of the school.</p>
Key Accountabilities:	<p>All operational aspects of Safeguarding in school including:</p> <ul style="list-style-type: none"> • The promotion of and safeguarding of all children and young people. • Responding actively to daily safeguarding concerns. Working with the safeguarding team and making referrals and liaising with children social care/West Sussex Children Services and other agencies as required. • Contributing to the development of policy, practice and guidance on safeguarding. • Maintaining central records of safeguarding case files and caseloads.
Key Responsibilities:	<ul style="list-style-type: none"> • Manage detailed, accurate and secure records of concerns and referrals made in CPOMS in line with school policy and statutory guidance, including all those received from external agencies or safeguarding partners. • Refer cases appropriately to external agencies with support of the DDSL and or DSL • Share information in a timely and effective way with professionals both within our setting and also with external professionals working with children and families that attend our school.

	<ul style="list-style-type: none"> • Liaise and support with staff on matters of safety, safeguarding, and when deciding whether to make a referral, always keeping a clear record of information and any decisions taken. • Act as a source of support, advice and expertise for staff on all safeguarding matters • Assist in the distribution of information on safeguarding to staff when appropriate to do so. • Have a deep understanding of all levels of need from what is available locally at level 1 (Universal services and support) to Early Help (level 2) to CP and specialist services (level 4). • Triage the IT monitoring systems recording any safeguarding concerns and taking appropriate follow up action, including talking to students, reporting to parents and referrals if needed. • Lead on safeguarding communication with parents and staff through briefings, newsletters and the maintenance of the safeguarding sections on the school website. • Undergo training to develop and maintain the knowledge and skills required to carry out the role. E.g. keeping up to date with statutory guidance and developing expertise in areas of developing contextual safeguarding • Encourage a culture of listening to students among all staff, ensuring that student’s wishes are heard and considered where the school puts measures in place to protect them. • Ensure that staff understand the need to identify concerns through contextual awareness relating to individual students and support staff to proactively raise concerns, understanding the need for immediate action in some cases and clear records to be kept. • Ensure effective sign-posting of services and referrals by developing good working relationships with other stakeholders including professionals from external specialist voluntary, statutory and community agencies. • Contribute to the monitoring and updating and development of the safeguarding whole school develop plan and internal and local audits
Generic Duties:	To deputise in the absence of other staff as required
CPD:	Undertake statutory training and CPL as required to remain up to date with developments in safeguarding and school's responses to safeguarding.
Additional Information:	Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.