



Welcome to our Trust

Safeguarding Manager
Recruitment Pack
Sawston Village College



Contents

03

Welcome

05

About Anglian Learning and Sawston
Village College

07

Working for Anglian Learning

09

Role Summary

10

Job Description and Person Specification

14

How to Apply

Welcome to Anglian Learning

Thank you for your interest in the position of Safeguarding Manager.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact HR team at hrrhub2@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Sawston Village College



Thank you very much for your interest in a position at Sawston Village College. We hope the information in this pack will encourage you to apply.

Sawston Village College is a highly successful and welcoming 11–16 academy where pupils are at the centre of all that we do. We work collaboratively to provide a positive, safe and calm learning environment in which all pupils can thrive.

The College was named the State 11–16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024). Our focus is the achievement and wellbeing of our 1,198 pupils within a culture based on community, ambition, respect and endeavour.

In 2025, the College achieved outcomes above national averages, including 61% gaining grade 5+ in English and Maths, 37% at grade 7 or above across all subjects and a positive P8 score, with pupils progressing successfully to their preferred post-16 pathways.

This success is based on a firm belief that all pupils, whatever their background or ability, can achieve their potential. We are determined to recruit, develop and retain excellent staff through high-quality professional development and a caring, supportive culture. As noted by our Ofsted report in May 2023, Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach.

Thank you, in anticipation, for the time you will give to your application.

Mr Jonathan Russell
Principal



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact HR team at hrhub2@anglianlearning.org

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



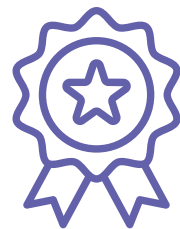
Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

We are seeking an experienced, compassionate and highly organised professional to join Sawston Village College as Safeguarding Manager.

The successful candidate will work closely with the Assistant Principal / Designated Safeguarding Lead (DSL) to support the day-to-day operational safeguarding practice across the College. The role will involve supporting the identification, recording and management of safeguarding concerns, maintaining accurate and compliant safeguarding systems, and contributing to effective multi-agency working to secure the best outcomes for vulnerable pupils.

The postholder will work collaboratively with pastoral and safeguarding colleagues to ensure safeguarding concerns are identified, recorded and acted upon promptly and in line with statutory guidance. They will help maintain robust safeguarding systems, support safeguarding referrals, and contribute to staff safeguarding awareness and training across the school.

The Safeguarding Manager will act as a Deputy Designated Safeguarding Lead (DDSL), supporting the DSL in managing safeguarding and child protection matters, liaising with external agencies, and providing safeguarding advice and guidance to staff where appropriate. The postholder will also be the school's Domestic Abuse Lead and Prevent Lead, with operational responsibility for areas including Prevent, contextual safeguarding and domestic abuse support, working closely with the DSL and external agencies where appropriate.

This is a rewarding opportunity for a committed and resilient individual who is passionate about safeguarding and making a positive difference to the lives of young people within a highly successful and inclusive school community.

About the Safeguarding Team

Sawston Village College has an experienced safeguarding team, supported by a large pastoral team of non-teaching Year Leads. Colleagues within these teams promote a positive whole-school safeguarding culture. The team fosters positive relationships with pupils and their families and has strong connections with a range of external agencies, enabling us to ensure a holistic approach to addressing safeguarding and wellbeing concerns.

Job Description

Safeguarding Manager



SALARY:	NJC scale SO2, points 26-28 (£37,280 to £39,152 FTE), pro rata to the hours and weeks worked.
HOURS:	37 hours per week, 40 working weeks per year (term time plus two weeks). The core working pattern is Monday (08:00–15:30) and Tuesday to Friday (08:00–16:00), with a 30-minute lunch break. The role may also require occasional on-call and evening work
ANNUAL LEAVE:	N/A – holiday entitlement is included within the salary and should normally be taken outside of the required working weeks.
PENSION:	Local Government Pension Scheme (LGPS)
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Sawston Village College but may be asked to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Assistant Principal (Designated Safeguarding Lead)

MAIN RESPONSIBILITIES

Maintaining a strong safeguarding culture

- Act as Deputy Designated Safeguarding Lead (DDSL) and to be the Domestic Abuse Lead and Prevent Lead
- Carry out duties as delegated by the Designated Safeguarding Lead (DSL) in line with statutory guidance.
- Support safeguarding practice across the school, ensuring concerns are identified, recorded and acted upon appropriately.
- Maintain oversight of contextual safeguarding risks and respond proactively through close liaison with the DSL.
- Support the DSL in meeting statutory safeguarding requirements.
- Support the implementation of safeguarding policies and procedures across the school.
- Produce and maintain safeguarding information and resources for staff, visitors and pupils.

Understanding the Views of Children

- Promote a culture where children feel listened to, valued and supported
- Use trauma-informed and relational approaches to build positive, trusted relationships
- Recognise the barriers children may face when sharing concerns and create safe opportunities for communication

Monitoring and Responding to Safeguarding Concerns

- Monitor the MyConcern safeguarding dashboard, addressing or escalating concerns to the DSL as appropriate.
- Triage safeguarding concerns raised by staff, pupils or external agencies.
- Respond proactively to emerging safeguarding risks identified through MyConcern.
- Refer to external agencies where required, including Children's Social Care and the Police
- Produce and review Risk Management Plans for pupils

Maintaining Records and Accurate Information

- Oversee the timely completion of safeguarding records on MyConcern.
- Maintain oversight of operational safeguarding systems, ensuring high-quality recording, analysis and follow-up.
- Maintain records of safeguarding meetings and support the production of agendas and minutes where relevant.
- Produce safeguarding reports and relevant information for senior leaders, governors or the Trust as required.
- Provide information to support the maintenance of an accurate Single Central Record (SCR), including safeguarding training records.
- Keep information confidential, securely stored and that files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)

Working with Others

- Work closely with the DDSL Team, building positive, professional relationships that are focused on the needs of all children
- Make safeguarding referrals ((including to Channel, MASH, Social Care, etc.) and liaise with external agencies and emergency services to support the safety and wellbeing of pupils.
- Attend external professional safeguarding meetings including Child Protection Conferences, Core Group and Child in Need Meetings; produce associated reports in advance.
- Ensure information is shared with parents, staff, pupils and other stakeholders in a timely and professional manner.
- Engage actively with the Trust safeguarding network and other relevant professional networks.

Improving and Reviewing Safeguarding Practice

- Support the quality assurance of safeguarding records and chronologies, ensuring accuracy, completeness and compliance.
- Support safeguarding audits and reviews.
- Work closely with the DSL to review safeguarding practice and procedures.
- Support safeguarding training, information, advice and guidance for staff to help maintain a strong safeguarding culture.
- Keep up to date with safeguarding practice, policy and procedures, sharing relevant updates with staff and stakeholders where appropriate.

Other Requirements

- Please note this role involves ad hoc travel to various sites within the local area which are not always easily accessible via public transport.
- There may be a requirement for time to be worked at evenings or weekends in the event of an urgent safeguarding issue.

Qualifications and Training

Essential:

- GCSE English and Maths (Grade 5+/C+ or above) or equivalent.
- Appropriate DSL/safeguarding qualifications or training
- Commitment to personal and professional development

Desirable:

- Advanced safeguarding qualifications or training
- Mental health qualification or training
- Online safety qualification or training
- First Aid qualification/training

Experience

Essential:

- Successful experience of working with children and young people from a variety of backgrounds in an educational, safeguarding, welfare or support setting
- Experience of working with families, external agencies and other stakeholders
- Experience of maintaining accurate records, safeguarding documentation and case notes

Desirable:

- Experience of supporting safeguarding casework in a secondary school.
- Experience of attending safeguarding or multi-agency meetings.
- Experience of delivering staff briefings or safeguarding updates.
- Experience supporting vulnerable pupils including those with SEND or mental health needs.
- Experience of working under pressure, in a busy environment and dealing with confidential matters
- Experience of communication with a range of individuals, including parents/carers and outside agencies
- Experience of using a range of IT packages

Personal Qualities

Essential:

- High levels of integrity, professionalism and confidentiality
- Approachable and able to build positive professional relationships
- Confidence, optimism and resilience
- Empathy, sensitivity, compassion and understanding

Desirable:

- Ability to use initiative and work independently
- Flexible and adaptable approach to changing situations and priorities
- Commitment to continuous improvement and reflective practice

Skills and Knowledge

Essential

- Full understanding of child protection and Keeping Children Safe in Education
- Knowledge of safeguarding legislation and guidance relating to working with children and young people, including knowledge of school and Trust responsibilities
- Awareness of local and national agencies that provide support for children and their families
- Ability to identify and respond appropriately to safeguarding concerns
- A realistic appreciation of the challenges involved in working with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people
- Commitment to keeping up to date with current legislation, processes and training
- Commitment to improving safeguarding processes and practices
- Ability to travel to meetings, training and external agencies as required in order to fulfil the full remit of the role.

Desirable

- Knowledge of local safeguarding processes and referral pathways
- Awareness of contextual safeguarding, Prevent and online safety risks
- Experience of supporting safeguarding training or awareness activities

How to apply

Dates

CLOSING DATE:	Thursday, 4 th June 2026 at midnight
INTERVIEW DATES:	Thursday, 11 th June 2026
START DATE:	September 2026, subject to pre-employment checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Safeguarding Manager role and meet the person specification we invite you to apply for this exciting opportunity via [Recruitment Link](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via Hrhub2@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

Anglian Learning
Lode Road
Bottisham
Cambridge
CB25 9DL

PHONE: 01223 340340

EMAIL: hr@anglianlearning.org

WEBSITE: www.anglianlearning.org

SOCIAL MEDIA:

