



Wyedean

School and Sixth Form Centre

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Job Description - Safe Guarding Manager

Purpose of the Post: To be responsible for overseeing the safeguarding function at Wyedean and to fulfil the role of Deputy Designated Safeguarding Officer (DDSL), acting as a source of support, training, advice and expertise for safeguarding.

Reporting to: Vice Principal – Pastoral (DSL)

Key Contacts: SLT (Senior Leadership Team), Heads of Year, Admin staff, external agencies, SENDco DFE, LADO and Trustees

Supervisory Responsibility: Looked After Children Coach, School Counsellor

Salary: £27,041-£33,782 per annum (Actual £23,105 - £28,865) Paid holiday entitlement weeks 5.55 weeks (pro rata) 6.5 per annum

Hours: This post is a full-time and permanent. 37 hours per week Term time plus INSET days. Occasional school holiday work may be required when necessary.

Principal Responsibilities:

DDSL

The post holder will have delegated responsibility to lead on any safeguarding concerns. This could include (but is not limited to):

Provide a consistent approach to policy, dissemination and training

- Ensure dissemination of updated policies and training to ensure consistency of approach for all staff and volunteers.
 - Work with the SLT and Trustees to ensure that allegations made against staff are appropriately investigated.
 - Represent Wyedean at the highest level on the development of local safeguarding practices.
 - Ensure a consistent local approach to safeguarding issues, represent the needs of students and families and ensure partner agencies understand the challenges facing education in delivering the safeguarding agenda.
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Review and make recommendations on safeguarding

- Undertake audit of safeguarding systems to ensure consistency and compliance – review and report to the SLT and Trustees.

Lead in the development of a whole school approach to pastoral care

- ✦ Advocate on behalf of vulnerable students.
- ✦ Develop good practice standards for parent liaison.
- ✦ Support individuals in complex safeguarding issues.
- ✦ Support the school with attendance issues and concerns.

Lead on post-incident reflection to support School improvement plan

- Reflect on the outcome of any safeguarding incident to create opportunity for proactive learning.

Trust action plans and reporting to the SLT and Trustees

Work with safeguarding Trustees to produce annual Trust safeguarding action plan – address key safeguarding concerns that have arisen, issues flagged following post-incident reviews and audits, emerging safeguarding issues and training needs as a minimum. Provide training for Trustees.

As the leader with responsibility for Safeguarding at Wyedean act as a source of support, training, advice and expertise for all staff and have delegated authority to lead on any safeguarding concerns. This could include (but is not limited to):

- Direct staff to monitor a situation.
- Discuss the concern with the child's parents/carers.
- Make an Early Help referral.
- Refer cases of suspected abuse to the appropriate local authority children's social care.
- Refer cases if concerned about a student becoming radicalised; contact the police if it is believed a crime may have been committed.
- Refer concerns about abuse by a member of staff to the Local Authority Designated Officer (LADO).

In addition:

- Undergo training (at least every two years) to ensure the knowledge and skills necessary to carry out the role.
- Have a solid understanding of current and new safeguarding themes.
- Provide regular training and briefings for staff.
- Understand the assessment process for Early Help and statutory intervention, including the local authority threshold criteria and the local authority children's social care referral system.
- Raise safeguarding awareness within the school and wider community.
- Be available during school hours for staff to discuss any safeguarding concerns, and during school holidays by arrangement.

- Ensure children missing from education are identified promptly and followed up on urgently.
- Attend TAC, Chin, CP meetings, LAC reviews and any other relevant meetings as necessary.

Other Duties:

- Liaise with representatives of other agencies as appropriate.
- Provide appropriate information to assist the school to liaise with other settings during transition of a student as necessary.
- Provide or facilitate training for staff and parents on relevant safeguarding issues (especially esafety, peer-on-peer abuse and others).
- Ensure student attendance is monitored and follow up on any students falling below the school's minimum attendance targets.
- Lead on the school's anti-bullying commitment and ensure the Anti-Bullying Policy is monitored, reviewed and updated on an annual basis.
- Lead on other welfare and pastoral issues, assisting staff with individual students as necessary.
- Act as the school's lead person for mental health and wellbeing.
- Liaise closely with the SENDCo on any issues which might indicate an underlying safeguarding or welfare need (e.g. changed behaviour, low attendance).

General Responsibilities applicable to all staff:

- To demonstrate and promote the values of Wyedean at all times.
- To work effectively with other members of staff to meet the needs of all students.
- To work with professionalism in line with the Wyedean's Code of Conduct.
- To attend staff meetings and INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act. You will be expected to work in any part of the

support staff faculty. This Job Definition is effective immediately and replaces all previous versions. The contents and allocation of particular responsibilities may be amended after consultation from time to time.

Special Conditions of Employment

Wyedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of Wyedean's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential	Desirable	Assessed
Education and Training	Degree level or equivalent in a relevant subject area i.e. social work / policing	Masters Child Protection Training at Level 3 (DSL)	Application Form / Interview
Skills and Experience	<p>Experience of managing safeguarding in a school or other relevant organisation</p> <p>Ability to build relationships with children and their parents, particularly the most vulnerable</p> <p>Ability to work and communicate effectively a range of people, including relevant external agencies, with the aim of ensuring the safety and welfare of children</p> <p>Demonstrable evidence of developing and implementing strategies to help children and their families</p> <p>Ability to communicate a vision and motivate and inspire others</p> <p>Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</p> <p>Ability to work under pressure and prioritise effectively to meet tight deadlines</p> <p>Excellent record keeping skills and attention to detail</p> <p>Good IT skills</p>	<p>Successful leadership and management experience in a school or other relevant organisation</p> <p>Previous use of school information management systems including SIMS and CPOMS</p> <p>Experience of implementing and encouraging good safeguarding practice throughout a large team of people</p>	Application Form / Interview

Criteria	Essential	Desirable	Assessed
Specialist Knowledge	<p>Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.</p> <p>Awareness of local and national agencies that provide support for children and their families</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equality and inclusion</p>		Application Form / Interview
General	<p>Demonstrate a commitment to equality</p> <p>Good understanding of Health & Safety</p> <p>Full driving licence and access to a vehicle</p>		Application Form / Interview