CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our College Strategic Plan 2024 - 2029, and strive to be an employer of choice in our community, investing in staff, celebrating achievements and fostering a culture of excellence. Through our people, an excellent student experience will be delivered, and this will have a positive impact on our local area.

We work hard to embed anti-racism, FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion and Engagement), ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. Our 4 C's corporate values (Caring, Collaborative, Courageous, Creative) are very important to us, and we ensure that we embed these values into all we do. This helps us to further enhance our wonderful culture, and makes our college a unique, vibrant and rewarding place to work and study.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our team, culture, and what makes our workplace special here.

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. Our central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

Post:	Senior Designated Safeguarding Lead (DSL)
Reports to:	Executive Director of Student Services
Salary:	£55,000 p.a. (inclusive of OLW)
Hours of work:	35 hours per week (full time)

Student Services

Croydon College Group's Student Services offer a comprehensive, student-centred support system that ensures every learner has a safe, inclusive, and successful experience throughout their journey, from recruitment and enrolment through to progression and destination. Through high-quality tutorials, enrichment activities, careers guidance, work experience opportunities, student voice initiatives, and personal development programmes, Student Services help learners build confidence, resilience, employability skills, and independence, enabling them to achieve their goals and progress successfully into further study, apprenticeships, or employment.

JOB DESCRIPTION

Overall Purpose Scope:

- To provide strategic and operational leadership for safeguarding, Prevent, and student wellbeing across Croydon College Group.
- To act as the College's Designated Safeguarding Lead (DSL), ensuring full compliance with statutory safeguarding requirements, including Keeping Children Safe in Education (KCSIE) and relevant legislation.
- To lead the development and continuous improvement of safeguarding practice across both campuses, ensuring it is effective, consistent, and inspection-ready.
- To lead safeguarding arrangements for children, young people, and vulnerable adults, ensuring robust identification, assessment, and response to risk.
- To oversee the College's safeguarding culture, ensuring all staff understand and fulfil their responsibilities to keep learners safe.
- To provide professional safeguarding assurance to senior leaders, governors, and external agencies.

- To lead safeguarding contributions to quality improvement, inspection readiness, and governance reporting.

Duties, Responsibilities and Strategic Oversight

1. Strategic Leadership

- To act as the College's Designated Safeguarding Lead (DSL) in line with statutory guidance and legislation.
- To lead and develop the College's safeguarding, Prevent, and contextual safeguarding strategy.
- To advise the Executive Director of Student Services, Senior Leadership Team, CEO, and Governors on safeguarding risk, compliance, and emerging issues.
- To act as professional safeguarding adviser to the Safeguarding Link Governor, supporting effective governance scrutiny and assurance.
- To ensure safeguarding is embedded within self-assessment, quality improvement planning, and strategic decision-making.
- To lead safeguarding readiness for inspection and act as key safeguarding lead during Ofsted inspections.
- To produce termly safeguarding assurance reports for senior leaders and governors, including trends, risk analysis, actions, and impact.

2. Operational Safeguarding Leadership

- To lead all safeguarding operations across Croydon and Coulsdon campuses.
- To provide expert oversight and decision-making for complex and high-risk safeguarding cases.
- To ensure safeguarding referrals are timely, accurate, and appropriately recorded.
- To maintain effective relationships with external safeguarding partners including Children's Social Care, Adult Social Care, Police, CAMHS, and Prevent partners.
- To ensure safeguarding systems (e.g. CPOMS) are used effectively to support case management and intelligence-led safeguarding practice.
- To ensure safeguarding arrangements are effective for both under 18s and vulnerable adults, including mental capacity considerations where appropriate.

3. Prevent, Contextual Safeguarding and Harmful Behaviours

- To lead and oversee the College's Prevent Duty responsibilities, ensuring full compliance and effective risk management of radicalisation concerns.
- To ensure robust procedures are in place for managing sexual violence, sexual harassment, and harmful sexual behaviours.
- To lead contextual safeguarding approaches, ensuring risks outside the College are identified and addressed effectively.
- To ensure safeguarding intelligence informs wider College risk management, including attendance, behaviour, and engagement strategies.

4. Line Management and Safeguarding Team Leadership

- To line manage Deputy DSLs, Designated Teachers and the Wellbeing Coordinator.
- To set clear expectations, accountability structures, and performance standards for the safeguarding team.
- To ensure effective staffing capacity and visibility across both campuses.
- To lead regular safeguarding team meetings, supervision, and case review processes.
- To develop a confident, consistent, and high-performing safeguarding workforce.

5. Quality Assurance and Compliance

- To design and implement a safeguarding quality assurance framework, including:
  - Case file audits
  - Thematic reviews
  - Compliance checks
- To monitor safeguarding performance data, trends, and outcomes.
- To ensure safeguarding policies and procedures are:
  - Statutorily compliant
  - Regularly reviewed and updated
  - Consistently implemented across the College
- To provide regular safeguarding reports to Senior Leadership Team and Governors, demonstrating effectiveness and areas for improvement.

6. Training and Safeguarding Culture

27. To lead the College-wide safeguarding training strategy for all staff.
28. To ensure all staff understand safeguarding responsibilities, thresholds, escalation routes, and reporting procedures.
29. To promote a safeguarding culture where learners feel safe, supported, and listened to.

30. To ensure safeguarding training is evaluated for impact on practice, not solely completion rates.

7. Student Wellbeing and Early Intervention

- To oversee the College's wellbeing and pastoral support provision, ensuring alignment with safeguarding priorities.
- To ensure effective early intervention systems are in place to identify and support vulnerable learners.
- To work closely with ALS/SEND, curriculum teams, Student Services, and Personal Development teams.
- To ensure vulnerable learners are tracked, supported, and progress is monitored effectively.
- To ensure wellbeing provision contributes to retention, attendance, and achievement outcomes.

8. Cross-College Collaboration

To work collaboratively with:

- Executive Director of Student Services
- Head of Student Services
- Deputy Head of Student Services (Coulsdon Operational Lead)
- Head of Personal Development, Careers and Progression
- Head of Inclusion and ALS
- Curriculum Directors
- MIS and Quality teams

To ensure safeguarding intelligence informs:

- Attendance strategies
- Behaviour and conduct systems
- Retention and achievement interventions
- Student engagement and progression planning

NB: This job description outlines a range of main duties. It is not exhaustive and may be varied in consultation with the post holder.

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We've signed the Equity, Diversity and Inclusion Charter

Person Specification

	Essential	Desirable
Qualifications	• Degree level qualification or equivalent experience • Level 2 English and Maths (minimum) • Safeguarding qualification or DSL training • Prevent Duty training	• Evidence of ongoing professional development • Additional safeguarding or leadership qualifications
Experience	• Significant experience of safeguarding leadership in FE, education, or comparable multi-site setting • Experience managing complex safeguarding and risk cases • Experience of multi-agency working at a senior level • Experience of leading safeguarding teams and developing practice • Experience of quality assurance, audit, and compliance frameworks • Experience of preparing for inspection or external scrutiny	
Skills & Attributes	• Expert knowledge of Keeping Children Safe in Education (KCSIE) • Strong understanding of safeguarding children, young people, and vulnerable adults in FE • Knowledge of Prevent Duty requirements and contextual safeguarding • Understanding of Ofsted safeguarding expectations • Awareness of mental health, SEND, and inclusion within FE settings	

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	• Understanding of multi-agency safeguarding systems and thresholds • Strong leadership, judgement, and decision-making under pressure • Excellent communication and influencing skills at all levels • Ability to manage risk and make complex safeguarding decisions • Strong analytical skills and ability to interpret safeguarding data • High level of professional resilience and integrity • Ability to build strong partnerships across internal and external stakeholders • A commitment to safeguarding and promoting the welfare of learners • Professional curiosity and reflective practice • Proactive, calm, and solution-focused approach • Commitment to inclusion, equality, and diversity • Ability to work with discretion, confidentiality, and professionalism • Commitment to continuous improvement and high expectations	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and

young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the Keeping Children Safe in Education Guidelines.

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site Aura Hair and Beauty Salon offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

