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| **When to use this form:** A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:* Recruitment
* Role and responsibility review of existing jobs
* Performance Management and Assessment of employees
* Training review and assessment
* Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.**Where to send this form:** Form can be emailed or sent to the HR Department. |

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| Position Title | Gateway (UK & US) Safeguarding Manager | Date: May 2018 |
| Function/Department | Compliance | Location: Northampton |
| Manager Name & Title | CEO |
| Position Type | Permanent |
| Position Status | Full Time |

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| **Company Summary** |
| Gateway, founded in 2004 by Henry Qu, to provide access to day schools for international students, is a full-service education management company with offices in UK, US, China and Vietnam. Gateway has been established as experts for 15 years and offers international students not only the access to exceptional academic institutions but also the support to make a difference in their day-to-day lives. Gateway solutions include nurturing Homestay and hands-on logistical support during a student’s stay. Gateway has been part of A-STAR since 2017 and continues to grow into new markets.A-STAR is an international education company headquartered in Singapore founded in 2016 in partnership with Verlinvest, a Belgian investment holding company. A platform operating company, A-STAR aims to roll up scalable opportunities in the global education space, focusing on educational and operational improvement to ensure families receive a high-quality education and value for money, and taking a long-term view of innovation and growth. Today, A-STAR has 1,300 employees across its family of established brands, serving over 15,000 students, with operations in Singapore, Malaysia, Vietnam, China, the U.S., and the U.K.. A-STAR is on an exciting and rapid growth path, currently deploying significant investment towards growing and scaling its brands across multiple geographies and set to welcome additional well known and reputable education brands into the family. Growth plans include both an aggressive M&A strategy, selected greenfield projects, and significant investments in organic growth. |
| **Position Objective** |
| The Safeguarding Manager’s primary role is to lead and monitor all aspects of the Safeguarding initiatives in Gateway. A key purpose of the role is to provide robust guidance and direction on behalf of A-Star to ensure that Gateway meets all statutory, regulatory and best practice requirements in relation to safeguarding (promoting the safety and wellbeing of students by developing relevant policies, conducting training, scrutinising the effectiveness of relevant policies and risk management procedures as well as implementation of the relevant safeguarding processes). |

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| **Responsibilities:** |
| The Safeguarding Manager is responsible for developing and implementing policies and processes that will result in an effective culture of Safeguarding across all businesses under Gateway, ensuring the welfare and well-being of students and staff. The job holder will develop an overall action plan, incorporating agreed specific objectives for each business to ensure ongoing improvement of Safeguarding. The job holder will develop and manage the annual budget for Safeguarding.Compliance * Monitor compliance with safeguarding governance standards across all businesses under Gateway and provide advice and support to businesses that are not achieving the standards.
* Ensure that the businesses under Gateway are following the practices and procedures of their safeguarding policies.
* Reporting to the A-Star Executive team on material safeguarding compliance issues having regard to matters communicated to them by the relevant businesses.
* Provide support and guidance to the A-Star Executive team and Gateway Management team on all matters relating to safeguarding, to ensure the Gateway businesses comply with all relevant legislation and regulations.
* To keep up to date on relevant legislative and regulatory changes.

Leadership* Develop effective relationships and engagement with the A-Star Executive team to ensure that they have the capacity and understanding to fulfil their safeguarding responsibilities effectively.
* Develop effective relationships and engagement with the Gateway’s management team to ensure that they have the capacity and skills to fulfil their safeguarding responsibilities effectively so that they actively promote the wellbeing of students.
* Engage with and carry out supervision of Designated Safeguarding Leads (DSL) and Educational Visits Coordinators (EVC) to ensure they have the capacity, understanding and skills to be effective in their respective roles.
* Respond to queries raised by businesses – providing prompt and professional advice as required.

Training* Develop a holistic training plan that responds to the needs of each business to build capacity, understanding and skills associated with Safeguarding across A-Star.
* Provide or commission appropriate training in line with A-Star training plan when require, including addressing changes in policy, legislation, regulation or guidance.
* Monitor DSLs, EVCs, Heads and child protection training across the Gateway businesses to ensure that appropriate level of training is undertaken on a regular basis.
* Attend or commission appropriate training for the Gateway businesses as and when required, including specialist external in person training and on-line training.

Safeguarding policies and procedures* Review all safeguarding policies, as well as the relevant safeguarding aspects of all school policies and procedures, on an annual basis and recommend any changes to the A-Star Executive team for approval and implementation.
* Monitor the safeguarding aspects of all policies and procedures ensuring they adhere to A-Star minimum standards and keep record of adjustments and local customizations (when required).

Governance, controls and risk assessment* Protect and endorse the governance structure at A-Star level, keeping the adequacy and effectiveness of the governance arrangements under review, assessing the governance arrangements (Terms of reference, Meetings, Frequency, Follow-up, External & Internal Audits, etc.)
* Oversee the results of written risk assessments across Gateway businesses, investigate concerns/delays in School Action plans and escalate issues to the A-Star Executive team.
* Review and assess the plan regarding the Annual Review of Schools and Annual Audit of Safeguarding Governance Arrangements.
* Lead and organise Gateway Safeguarding Working Group as and when required and disseminate findings, recommendations and outputs from the meeting to the Schools and the A-Star Executive team as appropriate.

Monitoring, Escalation, Reporting* Monitor and evaluate the effectiveness of the implementation of the all safeguarding related policies and procedures across the Gateway businesses.
* Develop, receive and review consolidated School Safeguarding reports which will cover the following topics:

o Child protection (to include: concerns, issues and allegations; accidents, incidents and near misses; and data on vulnerable children and children in private fostering) o Safer working practiceso Premises securityo Attendance, anti-bullying and behaviouro Learning beyond the classroomo Staffing, recruitment and vettingo Risk taking behaviouro Governance and cultureo Health and safetyo Data protection* Review reports and management information on the number and type of concerns and allegations referred to the DSL, including lessons learnt.
* Report to the A-Star Executive team on significant safeguarding issues having regard to matters communicated to them by each entity.
* Ensure that where safeguarding and child protection incidents arise that they are dealt with appropriately and learnings from case management are considered and shared to improve safeguarding.
* Maintain a record of key safeguarding personnel in each entity.
* Ensure that members of the Education Team are fully briefed on A-Star’s safeguarding standards and requirements.

Incident Management and Reporting * Receive reports and management information on the number of complaints received in relation to safeguarding and student wellbeing and ensure they are being dealt with promptly and satisfactorily, and any issues requiring escalation to the A-Star Executive team have been actioned.
* Undertake investigations and internal case reviews, as required
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| **Position Requirements** |
| * Collaborative style and an ability to support the management of the Gateway businesses in all aspects of safeguarding its students
* The individual will also possess the necessary authority to work on behalf of A-Star with each Gateway business on safeguarding procedures and will challenge the A-Star Executive team and Gateway management team members to uphold child protection where necessary.
* Leadership, Management of effective meetings, Effective Organisation skills, Good time Management, Excellent interpersonal skills, Commitment to improving standards across the Gateway businesses.
* Possesses skills to provide and facilitate safeguarding training and workshops to adult learners.
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| **Qualifications** |
| * Degree qualification in the areas of education, child welfare or counselling
* Certified training in Safeguarding and Child Protection to an advanced level.
* Successful experience of monitoring and evaluating policies and internal procedures
* Previous proven experience on quality assurance and processes controls
* Work experience in an educational context will be a plus to this role.
* Fluency in English (spoken and written)
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