JOB TITLE	Safeguarding Associate
CONTRACT	Permanent
START DATE	September 2026
REPORTING TO	Assistant Head of Teaching and Learning: Inclusion and SEND
HOURS	• Part-time, permanent • 20 hours per week • Monday – Friday 10:00 – 14:00
HOLIDAYS	25 days plus 8 bank holidays
LOCATION	Hybrid; Chester office and remote
SALARY	£22,779 - £27,586 (Pro-rata)
CLOSE DATE	12:00, 3 July 2026

About Tute

Tute Education provides live online learning for children and young people who need flexible, high-quality education that works around their circumstances.

Our qualified and experienced teachers deliver live lessons to students across the country, supporting local authorities, schools and non-mainstream settings to provide education where there are gaps, barriers or additional needs. For many students, Tute is not just an extra layer of support. It is the route that keeps them learning, progressing and connected to education.

We offer a range of online provision, from individual subjects to broader, enriched timetables, giving partners the flexibility to meet different student needs, priorities and budgets. As demand for high-quality online education continues to grow, our focus remains clear: strong teaching, meaningful outcomes and students at the centre of every decision.

Each year, Tute supports thousands of students across hundreds of settings throughout the country. Behind that work is a team that cares deeply about what we do and how we do it. We collaborate, support one another, share ideas and take pride in creating a positive working culture. Tute is also officially

recognised as a Great Place to Work, reflecting the strength of our team and the environment we have built together.

Tute is part of Outcomes First Group, the UK's leading specialist education provider, trusted by local authorities and schools across the country. Being part of OFG gives Tute access to wider insight, expertise and reach, while allowing us to retain the culture, flexibility and responsiveness that make Tute distinctive.

It is an exciting time to join Tute. We are growing, developing and continuing to show how online learning can help more children and young people access the education they deserve.

Please read on to see how this role fits into our wider plans and how you could help make a difference to young people's lives.

Role Purpose

Tute's safeguarding associate will play an important role in supporting the effective day-to-day operation of safeguarding across Tute. As the number of students accessing Tute has grown, the volume and complexity of safeguarding concerns has also increased. This role provides dedicated safeguarding capacity, ensuring concerns are reviewed, triaged, recorded, communicated and followed up promptly and appropriately.

Working as part of the safeguarding team, the safeguarding associate will support the DSL and DDSLs by coordinating safeguarding concern management and the administration that sits around it. This will include reviewing concerns submitted by teachers and colleagues, requesting additional information where needed, sharing concerns with partners, making calls where concerns are more serious or time-sensitive, chasing partner acknowledgements and keeping accurate records of actions taken.

The role will also support the wider safeguarding function by maintaining safeguarding systems, concern logs, training records and the high-risk student register. It will help ensure safeguarding information is current, accessible and well organised, so that the safeguarding team can make informed decisions and maintain effective oversight of student safety and wellbeing.

The safeguarding associate will contribute to safeguarding reporting and continuous improvement by supporting the analysis of safeguarding concerns, response times, partner engagement and emerging themes. The role will not replace the decision-making responsibility of the DSL or DDSLs, but will provide

the consistent operational coordination needed to ensure safeguarding processes are timely, robust and clearly documented.

Success in this role will be seen through timely safeguarding responses, accurate records, clear communication, effective partner follow-up, well-maintained safeguarding systems and reduced administrative pressure on the wider safeguarding team.

Key responsibilities

Safeguarding concern management

- Review, triage and process safeguarding concerns raised by teachers and colleagues, ensuring they are managed in line with Tute's safeguarding procedures and response levels
- Check concerns for accuracy, clarity and completeness, requesting further information where needed
- Record concerns accurately and escalate serious, urgent or unclear concerns to the DSL or DDSLs as appropriate

Partner communication and follow-up

- Share safeguarding concerns with relevant partner contacts in line with Tute's safeguarding procedures
- Contact partners promptly where concerns require acknowledgement, action or further discussion, including direct calls for more serious or urgent concerns
- Chase partner acknowledgements, responses and updates, keeping clear records of communication and follow-up activity

Safeguarding systems and records

- Maintain accurate safeguarding records, logs, trackers, inboxes and associated documentation
- Maintain and monitor the high-risk student register, ensuring information remains current, relevant and appropriately escalated
- Ensure safeguarding information is handled securely, consistently and in line with data protection requirements

Risk monitoring and internal escalation

- Support ongoing monitoring of students identified as high risk, ensuring relevant safeguarding information is kept up to date

- Identify emerging risks, repeated concerns, delays or gaps in information and escalate these to the DSL or DDSLs
- Support communication between safeguarding, teaching, inclusion, operations, quality and partnerships where safeguarding information needs to be understood or acted on

Safeguarding administration and reporting

- Coordinate safeguarding meetings, including scheduling, agendas, papers, actions and follow-up
- Prepare safeguarding summaries, updates and information needed for meetings, internal reviews and reporting
- Support the administration of safeguarding policies, procedures, resources, training records and documentation

Safeguarding intelligence and continuous improvement

- Support the analysis of safeguarding data, concern trends, response times and partner engagement
- Identify recurring safeguarding themes, process gaps or areas of risk and raise these with the DSL or DDSLs
- Contribute to safeguarding guidance, resources and awareness materials that support strong safeguarding practice across Tute

Skills, qualifications and qualities		
Criteria	**Essential**	**Desirable**
Strong understanding of safeguarding practice	X	
Experience of working in a safeguarding, pastoral, inclusion, social care, youth work, police, children's home or similar setting supporting children and young people	X	
Up-to-date knowledge of statutory safeguarding guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children	X	
Ability to apply safeguarding knowledge in practice, using professional judgement to assess concern levels, identify missing information and escalate appropriately	X	
Experience of handling sensitive and confidential information accurately and professionally	X	
Strong written communication skills, with the ability to produce clear safeguarding records, summaries and reports	X	

Strong verbal communication skills, with the confidence to speak with staff, partners and external professionals about safeguarding concerns	X	
Strong organisational skills, with the ability to manage competing priorities, follow-up actions, inboxes, records and deadlines	X	
Ability to use data and safeguarding information to identify patterns, trends, risks and areas for improvement	X	
Ability to work calmly, professionally and proportionately when dealing with sensitive, complex or urgent safeguarding matters	X	
Commitment to promoting the safety, wellbeing and welfare of children and young people	X	
Ability to work collaboratively with DSLs, DDSLs, teachers, inclusion colleagues, quality colleagues, operations and partners	X	
Level 3 safeguarding training or willingness to complete this during appointment	X	
Experience of maintaining risk registers, safeguarding logs, concern records or similar systems		X
Experience of supporting or delivering safeguarding training, guidance or awareness activity		X
Proficiency in Microsoft tools such as Teams, Excel, Word, Power BI, Power Automate or Dynamics		X

How to apply:

If you like what you've read, think you're a good fit, and would like to join our team, please follow the below steps:

- **Download Tute's application** form here
- **Complete it** paying particular attention to the personal statement – this is where we really learn about you and your desire to apply your skills and experience to this role at Tute
- **Upload it** to the same webpage as above by the closing date

Please note: we do not accept CVs

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment.

Working with Tute is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to possession of an enhanced certificate of disclosure issued by the Disclosure and Barring Service (DBS) and barred list check.

Tute adheres to the statutory safer recruitment procedures issued by the DfE. Tute promotes policies of equality opportunity for both staff and students.

Tute creates equality in education by bringing the best teaching and learning to all children and young people. It is our expectation that everyone in our team supports our policy to treat all students, staff, and commissioning bodies fairly and equally.