



Job Description: Safeguarding Manager

Introduction

The Safeguarding Manager will report to the Director of Safeguarding (who is the College DSL) and will join the core pastoral team, working as a Deputy Designated Safeguarding Lead, deputising for the DSL when required. The Safeguarding Manager will also offer support to the DSL at Eagle House – Wellington College's Prep School.

The role will include triaging and managing active safeguarding cases, keeping accurate records, tracking trends and patterns and continually striving to ensure that the culture of safeguarding is embedded across all areas of the College. This is an exciting new role which has come about due to a restructuring of safeguarding leadership within the College.

The successful candidate will be required to work full-time 37 hours per week during term time plus 10 additional days during the holidays and some on-call cover. The candidate must be prepared to be flexible and adaptable to respond to urgent incidents and cases. This may require some occasional work on a Saturday morning.

This role is initially a 4 term fixed contract, but there may be an opportunity to transfer to a permanent contract following this period of time.

Job description:

Line title: Safeguarding Manager

Date: Flexible start date. By September 2023, but earlier if possible

Department: Safeguarding

Reports to: Director of Safeguarding

Responsible for: Triaging and management of safeguarding cases, record keeping and ensuring that a culture of safeguarding is embedded in all areas. Assisting with the delivery of safeguarding training to staff and students and providing support for students where appropriate.

Job description for the Safeguarding Manager March 2023

Key responsibilities and duties:

Safeguarding Culture

- To proactively promote an explicit safeguarding culture and ethos which supports the College values and is articulated throughout the College.
- To ensure that safeguarding is at the forefront of school activity across the whole College, including the procedures followed by external groups and agencies that may use the College facilities.
- To provide safeguarding support to the Director of Safeguarding as required.
- To support all members of staff and advise on safeguarding and welfare cases.
- To act with professionalism, tact and diplomacy at all times and with particular sensitivity with personal information related to safeguarding
- To play a key role in the delivery and execution of the safeguarding annual development plan and to play a significant role in informing the annual and strategic development plans for safeguarding across the College



Management, Record Keeping and Information Sharing

- To keep abreast of changes in statutory and regulatory safeguarding requirements, working alongside the Director of Safeguarding advising them accordingly.
- To support the Director of Safeguarding to ensure that the College is compliant with inspection requirements where safeguarding matters are concerned.
- To support with the preparation of safeguarding audits and inspections as required.
- To ensure the College's safeguarding and support mechanisms (e.g. policies, training, health and counselling provision etc.) are appropriately promoted, publicised and understood by students, staff and parents.
- To regularly review current safeguarding policies, practices and processes and advise on improvements, including enhancements to safeguarding management systems and their use.
- To build your personal knowledge and understanding of, and developing supportive and effective working relationships with, local and community resources and statutory services, so that you are best able to deliver outcomes in the best interests of students and the school.
- To work with the Director of Safeguarding in managing safeguarding referrals to the Police, LADO, Children's Social Care, CAMHS, etc.
- To work closely with the Health Centre and the Head of Student Emotional Health and Wellbeing to understand issues affecting students from a safeguarding and wellbeing perspective.
- To take the lead for administrating the school's online safeguarding reporting tool MyConcern and triage all incoming cases
- To maintain high quality safeguarding records and assist with the preparation of reports and production of management information to inform future practice. This includes keeping detailed logs of safeguarding concerns and proactively tracking trends via MyConcern.
- To oversee the appropriate sharing of safeguarding information when students are transferring into or out of the school and to liaise with CME departments when appropriate.
- To assist the Director of Safeguarding in the completion of the annual house inspection safeguarding reports
- To regularly review the thresholds framework for identifying levels of concern and appropriately manage cases.
- To engage actively with students to ensure that student voice plays an important role in informing the College's work in this vital area and that policies and practices are presented in a student friendly manner and to ensure that student views and concerns related to safeguarding are heard and responded to.
- To be a member of the online safety group and to oversee an area of online safety (to be agreed according to interest and experience).
- To monitor LogRhythm reports generated from the ICT Department and use this information to spot trends and patterns in the student's online activity.

Training and Education

- To assist the Director of Safeguarding to deliver safeguarding updates to staff as appropriate.
- To assist the Director of Safeguarding in all safeguarding induction and other related CPD training and record keeping, including supporting the PA to the Safeguarding team in issuing reminders to staff, volunteers and governors where required.
- To assist the HR Department in verbally verifying references of all teaching posts.
- To monitor and evaluate the efficacy and relevance of training delivered to ensure the highest standards of care, high levels of awareness of safeguarding responsibilities, and improved outcomes for students, parents and staff
- To work closely with the pastoral team and HMs to support staff working closely with vulnerable children
- To oversee the content and delivery of the safeguarding education programme for students
- To assist the Director of Safeguarding in keeping the safeguarding webpage up to date
- To assist in the writing of the weekly safeguarding emails to staff and the termly newsletters to staff and parents
- To assist the Director of Safeguarding in ensuring that all staff operate in accordance with College policies and procedures, ensuring compliance with the College's staff Code of Conduct, the Safeguarding Policy and Child Protection procedures and the Low Level Concerns Policy
- To plan and coordinate the annual College 'Staying safe' survey in conjunction with the Director of Safeguarding in order to inform the annual development plan for safeguarding

It should be noted that this is not a definitive list; the role holder may be asked to perform other reasonable duties as required.



Person specification	
Knowledge and experience	
Essential <ul style="list-style-type: none">• Prior experience of working within a similar safeguarding role , or within children’s services• Knowledge of the legal and procedural framework relating to safeguarding, including the roles and responsibilities of services and engaging with them• Previous experience of keeping accurate and detailed records and writing reports• High levels of literacy and numeracy• Strong IT skills, particularly Microsoft Word, Excel and Powerpoint	Desirable <ul style="list-style-type: none">• Relevant professional qualifications at a graduate / post graduate level• Experience of working in an educational environment similar to that of Wellington College• Experience of working with professional agencies, such as Children’s Social Care, CAMHS and the Police• Experience of delivering talks to groups of people
Skills and personal qualities	
Essential <ul style="list-style-type: none">• Excellent interpersonal skills, with the ability to adapt your style to meet the needs of a variety of different individuals• The ability to juggle competing tasks and to organise your time effectively• Flexibility and a positive attitude and a desire to work in a fast paced role with ever changing priorities• A high degree of personal integrity and an ability to reflect and learn from experiences• Excellent team working skills which embody proactivity and enthusiasm• Emotional resilience and an ability to exercise strong self-care• The ability to take on board advice and constructive feedback	
Essential Values, behaviours and attitudes	
As per the standard format	

A competitive salary will be offered, depending on qualifications, skills and experience