



## **JOB DESCRIPTION**

### **SAFEGUARDING MANAGER**

<b>JOB ROLE</b>	Safeguarding Manager
<b>PERFORMANCE MANAGED BY</b>	Senior Vice Principal

This JD may be amended at any time following discussion with the line manager.

#### **SUMMARY**

**This leadership position is a full-time role focused on supporting the senior vice principal for safeguarding across all Octavia House Schools. The role includes responsibility for safeguarding including liaison with external agencies, responding to safeguarding concerns as they arise, compiling reports and attending meetings. The safeguarding manager will work closely with the senior vice principal to maintain the consistently robust and effective safeguarding culture across our independent special schools.**

As a qualified social worker and/or experienced designated safeguarding lead, the role includes responding to concerns, allegations and complaints. It will focus on attendance and supporting hard-to-reach families in order to provide sector-leading support. The safeguarding manager will have oversight of risk assessments, medication and care plans for identified pupils, and will organise and lead staff training, which may include planning and delivering workshops.

Responsibilities include: supporting with staff inductions and training, oversight of all pupils who are CP/CIN/CLA, attending conferences and meetings and leading on safeguarding concerns and referrals. The SM will be confident in using the schools MIS (Arbor) and online portals such as MyConcern and Medical tracker.

The SM will not have a 'base'; they will work from different schools on different days, in both London and Essex, as agreed with the senior vice principal. The safeguarding manager will be a role model of outstanding practice, and an ambassador for the therapeutic approach we are known for. Their level of professionalism will be consistently outstanding. Their record of attendance, punctuality, professional appearance and conduct, and personal career commitment, must be exceptional.

## EXEMPLAR RESPONSIBILITIES (NOT EXHAUSTIVE)

- As the schools' deputy DSL, to support on all aspects of safeguarding as per ever-evolving national and local guidance
- To know and have understanding of the relevant independent school standards
- To maintain a strong link with the schools' designated safeguarding lead
- To ensure every school site has a robust safeguarding culture and staff have excellent knowledge of policies and procedures
- To support the other site DDSLs accordingly, delegating tasks where appropriate
- To attend all relevant safeguarding meetings, including child protection conferences and strategy meetings.
- To support attendance and work with hard-to-reach families
- To work closely with external agencies (local authorities, social services, the police, education welfare services etc.) to ensure the best outcomes for pupils
- To support the provision of medication & care, ensuring we have first aiders, consistent systems and appropriately resourced medical rooms
- To help maintain school systems, including the online safeguarding portals (MyConcern and confide) and the MIS (Arbor)
- To support whole school safeguarding training
- To have knowledge of the risk assessment procedures across the schools
- To work with the education and therapy leaders to ensure the quality of therapeutic education, and integration of teaching about safety, are of the highest quality
- To be a continual positive presence around the schools and at events
- To attend meetings, including leadership and strategic meetings, as invited and necessary
- To work with other leaders on engagement with families and the schools' approach to supporting families
- Though the postholder is contracted to work for a defined number of hours per week, it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the schools, which will include being contactable, and sometimes working, during the evening, at weekends and during holidays.
- The nature of this post means that the post holder will need to regularly travel between our schools.
- *To comply with any reasonable request from the senior vice principal, executive principal, COO and/or directors to undertake work of a similar level that is not specified in this job description.*



**OCTAVIA HOUSE**

Sector-Leading Therapeutic Schools

## **PERSON SPECIFICATION SAFEGUARDING MANAGER**

### **SKILLS & TRAITS (ALL ESSENTIAL)**

- An unwavering commitment to promoting and safeguarding the welfare of pupils
- Outstanding ability to work successfully with pupils with complex SEMH needs
- Outstanding communication skills (with pupils, families & professionals)
- Outstanding organisational skills (including meeting deadlines)
- Outstanding ability to work constructively & collaboratively as part of a unified team
- Outstanding therapeutic/pedagogical knowledge
- Excellent ICT skills
- Reflective, motivated, ambitious, professional, hard-working & focused
- Able to recognise own training needs and willing to undergo relevant training
- Attention to detail, including in terms of presentation, punctuality and supporting the maintenance of an attractive environment for learning
- Outstanding ability to cope in high pressure, highly stressful contexts
- Creative and imaginative thinker; uses common sense and initiative but grounded, always professional and asks for help when it's needed
- Resilient and able to robustly performance manage and hold colleagues to account

### **KNOWLEDGE AND UNDERSTANDING (ALL ESSENTIAL)**

- Clear understanding of child development, learning and pupils with SEMH needs
- Clear understanding of relevant policies/codes of practice and awareness of relevant legislation – actively and independently seeks out and responds to the latest guidance
- Clear understanding of independent special schools, local authority funding, SEND and the requirements & expectations of the DfE and the independent school standards

### **QUALIFICATIONS, TRAINING AND EXPERIENCE**

- Successful experience as a leader in a challenging context (essential)
- Outstanding experience as a DSL and leader (essential)
- At least a good first degree in or related to a core subject (essential)
- Secure knowledge and experience of statutory requirements, including the independent school standards (desirable)
- Fully-qualified social worker / DSL-level safeguarding training (desirable)
- Relevant post-graduate qualifications (desirable)