



City of London Academy (Southwark)
Job Description
Assistant Principal – Safeguarding

Grade	L15 - L19
Responsible to	Vice Principal Pastoral
Responsible for	<ol style="list-style-type: none"> 1. All safeguarding matters in the academy as the Designated Safeguarding Lead. 2. LM of the Safeguarding and Family Liaison Officer 3. Dotted Line Management of Heads of Year 4. Other areas of the academy ad directed by the Principal <p>Leadership roles may be rotated at the Principal's discretion in line with the needs of the academy as well as the individual as they build broader SLT experience as required in line with their career aspirations.</p>
Job Purpose	<p>This job description defines the role of an Assistant Principal with a lead on all safeguarding matters. The successful candidate will work closely with other pastoral leaders, including the Vice Principal Pastoral and Assistant Principal for Behaviour, to ensure a fully inclusive and high-expectations approach to education.</p> <p>This post is exempt from the 1265 contact hours.</p>
Key Accountabilities	<ol style="list-style-type: none"> 1. Ensuring the safeguarding policies of the academy are sector leading, up to date and implemented on the ground. To do this; <ul style="list-style-type: none"> - A firm understanding of all statutory matters relating to safeguarding as well as a clear knowledge of what this means on the ground - Have a methodical and strategic understanding of the tracking, monitoring and reporting of safeguarding matters - Be proactive in the management of safeguarding matters, ensuring that records are regularly updated and the most appropriate actions put in place. - Have the ability to build and nurture productive working relationships with all external agencies relating to safeguarding - Understand the varying complexities of safeguarding matters and lead on all CIN, CP and LAC matters including undertaking investigations where safeguarding concerns have been raised and ensuing follow up action - Ensure that all staff are trained, as appropriate to their role, on safeguarding matters including in the use of CPOMS. Offer advice and guidance to all colleagues on safeguarding matters. - Monitor the use of CPOMS and regularly analyse the data to identify trends, monitor who staff disclose, and to note patterns with individual students that may identify a more serious issue. - Work with the SLT member with responsibility for personal development to ensure the Character/Tutor programme includes sessions that alert and educate students to risks they may face related to safeguarding. - Support the development of the Safeguarding Team, providing leadership. chairing meetings, developing strategic plans, implementing them, monitoring and evaluating the impact

	<ul style="list-style-type: none"> - Provide support to teams to assess, review and plan appropriate support systems for students and staff involved in safeguarding incidents - Work with senior leaders within the college and the wider Trust, including Human Resources, to ensure effective and timely management of allegations against any member of staff. <p>2. Reporting to the LM, the Principal, the Trust and the Governors as appropriate.</p> <p>3. The successful candidate will also have a wider portfolio of responsibilities as appropriate to their skillset and ambitions.</p>
Other Duties	<ul style="list-style-type: none"> • To undertake duties, training and/or hours of work as may be reasonably required and which are consistent with an Assistant Principal role across Key Stages 3-5 • To undertake health and safety duties commensurate with the post and/or as detailed in the academy health and safety policy • To provide the Principal with appropriate, accurate and timely information to enable continuous evaluation of your performance • To carry out a share of supervisory duties in accordance with published SLT rotas • To participate in a range of meetings with colleagues and parents or guardians • To lead and participate in Performance Management and Appraisal arrangements • To adhere to publish school policies and procedures • To attend regular meetings with your Line Manager • To hold responsibility for the effective deployment of the delegated budget their area of responsibility • To hold devolved responsibility for forming and maintaining links with external agencies, community and business partners appropriate to this area of responsibility • To hold leadership responsibility for identified areas of the academy.
Statutory	<ul style="list-style-type: none"> • To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school • To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives • To adhere to the academy's Equality policy in all activities, and actively promote equality of opportunity



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Person Specification
Assistant Principal – Safeguarding

QUALIFICATIONS

No	Description	Rating
1.	Qualified Teaching Status	Essential
2.	Level 3 Safeguarding Training	Essential

SKILLS & EXPERIENCE

No	Description	Rating
3.	Whole school experience or extensive proven experience at MLT and it is desirable that this will be in a pastoral role e.g. Head of Year	Essential
4.	Effective leadership skills	Essential
5.	Considered and adaptable leadership style that involves all stakeholders in decision making, as appropriate to need	Essential
6.	Ability to think creatively and to find innovative solutions and practical outcomes to complex problems	Essential
7.	Evidence of the ability to research, adopt and successfully integrate new working practices into the operations of a large secondary school/academy	Essential
8.	Ability to develop and monitor strategies to maximise student potential and to raise standards	Essential
9.	Ability to understand whole school curriculum issues	Essential
10.	Self-motivated with excellent organisational and planning skills	Essential
11.	Exceptional communication skills with all stakeholders	Essential
12.	Involvement in networking and sharing of best practice	Essential
13.	Ability to manage large groups of students in a variety of situations including assemblies	Essential
14.	Ability to motivate, encourage, counsel, guide and direct students	Essential
15.	Recent involvement in whole school initiatives/ developments	Essential
16.	An understanding of issues relating to whole school improvement	Essential
17.	ICT skills	Essential
18.	Experience in working with external safeguarding agencies	Desirable
19.	Experience of using CPOMS safeguarding software	Desirable
20.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential