

Operational Safeguarding Manager

APPLICATION PACK



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TCAT



JOB DETAILS

HOW TO APPLY



Start Date	As soon as possible, subject to successful pre-employment checks including a DBS check or a check against the DBS Update Service if registered.
Working Arrangements	Full Time (37 hours per week, Monday to Thursday 8.30-4.30, Friday 8.30-4.00) Term time (39 weeks per year) plus an additional 3 weeks, 42 weeks in total.
Salary	Point 26 to Point 28 on the NJC Support Staff Pay Scale. (£44,204 to £46,326 per annum FTE) Actual £41,129 to £43,103
Pension Scheme	Local Government Pension Scheme
Contractual Terms	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
Application Deadline	Midday, Wednesday 17 th June 2026.
Interviews	Will be held on Friday 26 th June 2026.

How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

JOB DESCRIPTION



Job Title: Operational Safeguarding Manager

Responsible to: Assistant Principal (Student Services/ DSL)

Job Description and Purpose:

The Operational Safeguarding Manager will lead safeguarding and student welfare across the College, including coordinating multi-agency interventions where risks are identified. Working with delegated authority from the Designated Safeguarding Lead (DSL) they will provide day-to-day operational leadership for safeguarding practice, lead on training, providing support and challenge to ensure colleagues apply procedures consistently and effectively. The Operational Safeguarding Manager will also support the delivery of high-quality pastoral and wellbeing provision, helping vulnerable and at-risk students remain safe, supported and successful. They will also provide line management for the Wellbeing Practitioner and the College Counsellor, both of whom play essential roles within the college's safeguarding framework.

Job Duties and Responsibilities:

The postholder will work closely with the Assistant Principal – Student Support Services (DSL), the Pastoral Heads who are responsible for behaviour and attendance, the Inclusion Manager (SEND), and the Lead Progress Tutors alongside the wider Progress Tutor Team.

1. Safeguarding Casework & Operational Leadership

- Operationally lead on all matters relating to child protection, safeguarding and contextual safeguarding.
- Provide clear, authoritative direction to all staff on safeguarding concerns, ensuring immediate and appropriate action is taken in line with statutory guidance, thresholds and policy.
- Manage day-to-day safeguarding concerns, ensuring timely triage, risk assessment and escalation.
- Attend and contribute to strategy meetings, Child Protection conferences, Child in Need meetings, Early Help meetings, and multi-agency reviews.
- Complete and submit referrals including MARS, contextual safeguarding assessments, Early Help referrals, and other statutory documentation.
- Maintain accurate, confidential and up-to-date safeguarding records on CPOMS, ensuring high-quality chronology, analysis and routine reporting.
- Process and record Operation Encompass notifications and Vulnerable Person Assessments.
- Prepare professional statements, reports and court documentation where required. Undertake home visits relating to student welfare and safety, following college risk-assessment procedures.



Job Duties and Responsibilities:

Mental Health & Wellbeing Support

- Support the implementation of the college's Mental Health & Wellbeing Strategy, working closely with the Senior Leader Mental Health Lead (Assistant principal-Student Support Services) and the Mental Health Lead (Wellbeing Practitioner).
- Recognise where mental health concerns may indicate safeguarding risk and ensure appropriate escalation in line with safeguarding procedures.
- Promote a culture that reduces stigma, increases help-seeking, and ensures students understand how to access support.
- Liaise with NHS, CAMHS, voluntary and community services to ensure joined-up support.
- Work closely with the Wellbeing Practitioner and College Counsellor to share relevant information with staff to ensure students with mental-health needs are supported consistently across the college using the colleges Graduated Response Procedure.
- Support staff wellbeing by signposting and modelling safe, reflective practice.

Pastoral & Behaviour Support

- Work with Pastoral Teams to support students on modified timetables, reintegration plans (fitness to study), or behaviour/welfare/attendance monitoring.
- Deliver targeted safeguarding interventions for students requiring additional support with attendance, engagement, behaviour, or personal development.
- Provide advice and guidance to students on social, emotional, health and wellbeing.
- Support transition into college (including from non-TCAT schools) and reintegration following absence or safeguarding concerns.
- Build strong, professional relationships with students, acting as a positive role model and trusted adult.

Staff Training, Induction & Professional Support

- Lead and oversee safeguarding training across the College, ensuring all staff receive high quality, regular and up to date safeguarding training in line with statutory requirements.
- Develop a culture of continuous safeguarding awareness through both formal training and informal responsive guidance.
- Ensure safeguarding is consistently understood, applied and prioritised by all staff, challenged practice where necessary.
- Act as the College's central source of safeguarding expertise, providing clear confident direction and professional challenge to staff at all levels.
- Ensure all staff understand that safeguarding concerns must be acted on immediately

Multi-Agency Partnership Working

- Take a lead role in coordinating multi-agency responses where safeguarding risk is identified.
- Establish and maintain effective relationships with external agencies including Social Care, Police, CAMHS, health professionals, Early Help, and voluntary sector partners.



Job Duties and Responsibilities:

- Proactively develop multi-agency approaches to improve outcomes for vulnerable students.
- Represent the college professionally at external meetings.

Data, Reporting & Compliance

- Report to the Senior Leadership Team as the lead operational safeguarding specialist, providing expert advice and influencing decision making.
- Produce safeguarding reports for SLT, Governors, Operations Team and external bodies as required.
- Ensure compliance with statutory guidance including Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent Duty, and local safeguarding procedures.
- Support the Strategic DSL with policy development, review and implementation.
- Chair the weekly VRR (Inclusion Meeting) and ensure timely actions are completed and records are kept updated.
- Share daily and weekly CPOMS reports with relevant staff to ensure all safeguarding incidents are actioned promptly and student cases are fully followed through to closure.

Wider College Responsibilities

- Ensure safeguarding practice across the College meets and exceeds statutory expectations and is inspection ready at all times.
- Actively champion safeguarding as a core College priority, ensuring it underpins all aspects of College life and decision making.
- Promote equality, inclusion and high expectations for all students.
- Contribute to the college's ethos, improvement plan and culture of safeguarding.
- Participate in training, supervision and continuous professional development.
- Assist with planning and supporting PDP activities where appropriate, working with the Lead Progress Tutors.
- Undertake additional duties commensurate with the role.

PERSON SPECIFICATION

Operational Safeguarding Manager



Key: A = Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
Relevant Experience:			
Experience of safeguarding practice, child protection procedures and multi-agency working.	✓		A, I
Experience supporting young people in vulnerable circumstances.	✓		A, I
Experience preparing reports, referrals and case documentation.	✓		A, I
Experience delivering safeguarding training and guidance to staff.	✓		A, I
Experience in a post-16 or secondary safeguarding role.		✓	A, I
Experience of Early Help processes.		✓	A, I
Experience of mental-health support, mentoring or behaviour management.		✓	A, I
Experience leading or coordinating support teams.		✓	A, I, R
Education and Training:			
Minimum Level 3 qualification in a relevant discipline.	✓		A
Safeguarding training (Level 3 or above) or willingness to undertake.	✓		A
Mental-health, counselling or behaviour-support training		✓	A
Full driving licence and access to a vehicle for home visits (if required)	✓		A
A relevant degree in a related field (e.g., Social Work, Psychology, Youth Work, Criminology, Education, or Health & Social Care)		✓	A
Knowledge and Abilities:			
Strong understanding of safeguarding legislation, contextual safeguarding and post-16 pastoral systems.	✓		A, I
Excellent communication, interpersonal and de-escalation skills.	✓		A, I, R
Ability to analyse risk, make decisions and act with professional curiosity.	✓		A, I
High-level organisational skills and ability to manage competing priorities.	✓		A, I
Strong IT skills, including use of CPOMS and Microsoft Office.	✓		A, I
Understanding of inclusion, SEND, and the needs of diverse learners.	✓		A, I
Personal Qualities:			
Ability to work independently and respond to unexpected situations and exercise professional authority in high risk situations.	✓		I, R
Ability to build strong, professional relationships with students, staff and families	✓		A, I, R
Commitment to reflective practice and continuous improvement.	✓		A, I, R
Ability to uphold confidentiality, professionalism and the highest safeguarding standards.	✓		I, R
Confidence to challenge and direct staff at all levels in relation to safeguarding practice.	✓		A, I, R

Safeguarding:

Suitable to work with children and young adults and/or vulnerable adults	✓		DBS Certificate
Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		

ADDITIONAL INFORMATION



Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website www.priestley.ac.uk

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service. We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

Evidence of Identity

At interview, applicants will be required to produce the following:

Evidence of identity

Current, valid passport
and / or

Current, valid driving licence
and / or

birth certificate (issued at time of birth, full or short form)

Confirmation of address

Bank / building society statement
or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).

ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH
- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



CAMPUS FACILITIES

Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

Viola Beach Café & Crescent Café

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Change Please Coffee as well as seating for groups.

The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.



OUR STAFF



ADAM BIRD

'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty Humanities & Social Science

JOSH CAMPFER

'Priestley puts the students first, we try to make sure that we push them to achieve and realise what they are capable of, while making sure they are fully supported.'

Teacher of Computer Games

RACHEL EDGINGTON

'Our college offers a unique blend of compassionate rigor, where you'll be challenged by your expert teachers to reach your full potential within a supportive environment. Being part of their journey as they discover their potential and push their boundaries is why I'm passionate about teaching dance at this level.'

Head of Priestley School of Performance

OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



Health Assured

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



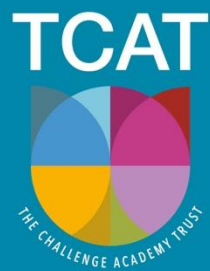
Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



PRIESTLEY
◆◆◆ COLLEGE ◆◆◆
WARRINGTON

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