

# St Helen's School

St Helen's School

## Head of Safeguarding and PSHE – Job Description



### Head of Safeguarding and PSHCE (Designated Safeguarding Lead)

#### The Purpose

Head of Safeguarding is a crucial role within our school, responsible for ensuring the welfare and safety of all children and young people in the school. The postholder will be a non-teaching staff member who will implement and have a strategic oversight of the school's safeguarding policies and procedures, in accordance with the guidelines outlined in Keeping Children Safe in Education (KCSIE). They will oversee Personal, Social, Health and Economic Education (PSHE) across the school, ensuring that this encompasses safeguarding and equips pupils with the skills and knowledge they need to make decisions relating to their personal and social lives.

#### The Post

St Helen's School, Northwood, is seeking to appoint an experienced and committed candidate to the new role of Head of Safeguarding (Designated Safeguarding Lead). The Head of Safeguarding is responsible to the Head and will sit on the School's Senior Leadership Team. The post holder will be the Designated Safeguarding Lead for the school and for our Enterprises arm. They will work closely with the Senior Deputy Head (Pastoral & Wellbeing) and the Head of Prep. They will lead the team of Deputy DSLs (DDSLs) and oversee PSHE across the school.

The successful candidate will take lead responsibility for safeguarding and child protection across the school (including online safety). They will be a collaborative colleague, a committed practitioner, and be fully supportive of the school's vision. They will have demonstrable experience of leading and actioning whole school strategic plans or strategic plans in other settings. The successful candidate will be pivotal in advising and supporting other members of staff on child welfare, safeguarding and child protection matters, and will liaise with relevant external agencies. They will provide relevant and appropriate training to all stakeholders (including staff and governors) and be an approachable and supportive colleague.

HOURS: Full time

SALARY: £55,000 to £60,000 per annum actual, depending on experience and qualifications

The role will report to: Head, via the Senior Deputy Head Pastoral & Wellbeing

#### Key Responsibilities

The Key Duties and Responsibilities set out below is a list of the principal responsibilities of the Designated Safeguarding Lead. The list is not exhaustive, and, in any case, aspects of the job description may be adjusted from time to time to take account of developments at the school.

#### Safeguarding Policy Implementation

- Develop, review and update the school's Child Protection and Safeguarding, Managing Allegations and other relevant policies at least annually and whenever changes in national guidance occur, ensuring they are compliant with KCSIE guidelines, and that other school policies are consistent with them.
- Ensure all staff members, including teaching and support staff, are aware of and adhere to the school's safeguarding policies and procedures.
- Promote a culture of safeguarding amongst staff, students, parents, and other stakeholders, regularly communicating with them.
- Have a strategic oversight of the school's safeguarding to ensure there is a comprehensive understanding and effective delivery of it.



## Designated Safeguarding Lead

- Fulfil the role of DSL as described in KCSIE.
- Be the key point of contact for parents, pupils, staff and external agencies in all matters of child protection.
- Take lead responsibility for all safeguarding concerns and incidents, ensuring they are recorded, reported, and managed appropriately.
- Work closely with the Senior Deputy Head (Pastoral & Wellbeing), Head of Prep and other key pastoral staff in ensuring all students are safeguarded.
- Provide advice, guidance, and support to staff regarding safeguarding matters and refer cases to external agencies when necessary, also supporting staff who make referrals.
- Collaborate with external agencies, such as social services and the police, to address safeguarding concerns and coordinate appropriate interventions. Refer cases to the Channel programme where there is a radicalisation concern and support staff who make referrals.
- Liaise with the Head in the referral of cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.
- Liaise with the Senior Deputy Head (Pastoral & Wellbeing) regarding referrals to the Police where a crime may have been committed.
- Be the point of contact for Operation Encompass notifications.
- Make the Head aware of all safeguarding issues in the school.
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member, volunteer or adult.
- Liaise with the Lead Nurse and Senior Deputy Head (Pastoral & Wellbeing) where safeguarding concerns are linked to mental health.
- Lead the Online Safety group and liaise with the Director of IT and Director of Digital Learning to ensure effective filtering and monitoring of the school's network, promoting online and digital safety and following up any safeguarding concern or inappropriate use, with specific reference to the filtering and monitoring expectations of a DSL in KCSIE, and with close regard to the Filtering and Monitoring Standards.
- Act as DSL for St Helen's Enterprises Limited, liaising with the Head of Business Operations and Head of Enterprises to ensure that external organisations using the school site have appropriate oversight of safeguarding and respond to any safeguarding incidents that occur onsite involving these organisations, or occur offsite but relate to these organisations, as per KCSIE guidance.
- Encourage a culture of noticing and listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
- Model best practice and always uphold the principles of confidentiality and data protection whilst ensuring that appropriate sharing of information allows staff to effectively support their students.
- Establish, maintain and provide regular supervision for colleagues, as agreed with the Senior Deputy Head (Pastoral & Wellbeing).
- Oversee the use of CPOMS for safeguarding matters on a daily basis and distribution of caseload to the Safeguarding team, ensuring that all cases are followed up in a timely manner and updates obtained where external agencies are involved.
- To lead on case management of the most vulnerable pupils.
- Monitor Lightspeed alerts and act upon them or delegate to other DDSLs, Sixth Form Heads of Year, Assistant Directors, or Directors as appropriate.
- Manage and monitor all Whispers which are of a safeguarding nature, checking the inbox at least once daily.
- Keep the Safeguarding Governor up to date of all significant safeguarding and child protection matters and meet them at least half termly to discuss safeguarding compliance.
- Chair the half termly whole school D/DSL Team meetings and the annual Safeguarding Forum.
- Play a key role in Pastoral Committee meetings along with the Senior Deputy Head (Pastoral & Wellbeing) and other relevant staff.
- Attend local safeguarding cluster meetings.



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- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including when families may be facing challenging circumstances.
- To be prepared to facilitate home visits to families to verify students are 'safe and well' for purposes of those missing education (CME) and/or to carry out discussion/assessments to provide on-going support for safeguarding purposes.
- Ensure close links are made between the PSHE curriculum and assemblies and necessary safeguarding education and messages.
- Organise and be a key part of the DSL/DDSL rota for school holidays.
- Be available to manage any urgent safeguarding matters that extend into evenings during term time
- Be contactable on weekends and school holidays (apart from periods agreed in advance with the Head) for any urgent safeguarding matters and be able to carry out the actions needed.

## Training and Education

- Arrange and deliver regular (at least annual) safeguarding training sessions for all staff members and governors, including regular scenarios via The Week Ahead bulletin, ensuring staff and governors are up to date with the latest safeguarding practices and procedures.
- Provide ongoing support and advice to staff regarding the identification and reporting of safeguarding concerns, including low-level concerns.
- Collaborate with other professionals and organisations to organise external training sessions and workshops for staff and parents.
- Complete all levels of the Home Office Prevent training courses on an annual basis, understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation and being drawn into terrorism.
- Understand and support the school with regards to the Filtering and Monitoring Standards.
- Complete CEOP Ambassador (or equivalent) training, understand the unique risks associated with online safety and ensure staff training is current.
- Encourage and build a culture of trust which highlights the importance of relationship building so that staff and students feel comfortable raising safeguarding concerns within the school setting.
- Liaise with the Senior Deputy Head (Pastoral & Wellbeing)/Directors to ensure that students and parents have access to up-to-date education on online safety.
- Undertake training to gain and maintain the knowledge and skills required to carry out the role of DSL and meet the expectations set out in KCSIE.
- Undertake Safer Recruitment training in order to be part of the process for recruitment of new staff.

## Record-keeping and Documentation

- Maintain accurate and up-to-date records of all safeguarding concerns, incidents, and actions taken, in compliance with legal and regulatory requirements. Ensure decision making is clear in the records (including where referrals are not made) and any relevant pupil voice and lessons learned, including a systematic approach to recording evidence relevant to safeguarding cases.
- Maintain separate summary logs as appropriate (including for child-on-child abuse, sexual harassment and sexual violence, bullying, use of restrictive interventions and low-level concerns), ensure that full notes are completed for each case.
- Monitor, analyse and review safeguarding records to identify patterns, trends, or areas for improvement, and implement necessary changes to safeguarding practices.
- In liaison with the Data Protection Officer Team, understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Ensure confidentiality and sensitivity when handling safeguarding information, adhering to data protection policies and procedures.
- Collate qualitative and quantitative data and produce reports (including termly and annual reports to governors) to facilitate monitoring and evaluation.
- Where children leave the school (including in-year transfers): - Ensure their safeguarding file is securely transferred to the new school as soon as possible, (separately from the main pupil file if



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this is transferred), with a receipt of confirmation, and within the specified time set out in KCSIE and consider, in conjunction with the Senior Deputy Head (Pastoral & Wellbeing), whether it would be appropriate to share any additional information with the new school before the child leaves.

- Ensure the school receives information from the previous schools of new joiners, including nil returns, within the timescale specified by KCSIE, whether this is in-year or at the start of an academic year.

## Safeguarding Awareness

- Keep abreast of current research and understanding which is applicable to Child Protection, Safeguarding and family work.
- Promote and raise awareness of safeguarding issues within the school community through the development of initiatives, campaigns and resources, including website articles and assemblies.
- Provide guidance and support to parents and guardians regarding safeguarding matters, encouraging open communication and collaboration.

## School Attendance

- Act as the school's Senior Attendance Champion and liaise with the Assistant Directors, Directors and Senior Deputy Head (Pastoral & Wellbeing) on attendance data, to identify safeguarding or other issues that may impact on students' learning and achievement.
- Line manage the Attendance Officer in Senior School.
- Provide staff training with regards to tracking attendance and interventions from the Tutor/Class Teacher level upwards.
- Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate to Sixth Form Heads of Year, Assistant Directors or Directors.
- In line with school procedures and in conjunction with Sixth Form Heads of Year, Assistant Directors, and Directors, initiate and oversee the administration of absence procedures; for example, letters home, and engagement with local authorities/other external agencies and partners (for example, for reporting near 15 day cumulative absence through illness).
- Maintain accurate records of communications with parents/carers and relevant interventions on CPOMS as appropriate.
- Build and refresh knowledge of PowerBi, ISAMS, CPOMS, Lightspeed, Whisper and other relevant systems.
- Interpret attendance reports, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of pupils and share information with Sixth Form Heads of Year, Assistant Directors and Directors as appropriate.
- Work with Sixth Form Heads of Year, Assistant Directors and Directors to identify appropriate interventions to improve attendance for groups of pupils or individual pupils.
- Review progress and the impact of support/interventions.
- Work with the Senior Deputy Head (Pastoral & Wellbeing) to develop and revise the school's Attendance Policy.
- Liaise with the Senior Deputy Head (Pastoral & Wellbeing) and Head of Prep to implement children missing from education (CME) procedures when appropriate.
- Coordinate meetings with pupils and parents/carers alongside the pastoral team to implement interventions and track progress.
- Identify and, where possible, mitigate potential barriers to attendance in partnership with families.



## Head of PSHE

- Ensure that our PSHE programme prepares pupils at each stage for their future, and prioritises their personal development, safety and wellbeing.
- Ensure that we meet our statutory obligations for Relationships and Sex Education and Health Education across the school.
- Ensure that pupils develop understanding of how the Fundamental British Values relate to their daily lives and will relate to their future lives.
- Ensure that teachers of PSHE are provided with training as relevant.
- Ensure that progress and learning in PSHE is monitored, recorded, and reported on to parents.
- Review and quality assure PSHE with the support of pastoral leaders, assessing the impact of its content and delivery, and using pupil voice to contribute to this.

## Other Responsibilities

- Share responsibility for promoting an atmosphere of warmth, trust and mutual support across the school, in line with our vision, mission and values.
- Contribute to whole school monitoring and improvement as part of SLT, including self-evaluation.
- Be involved in the general duties of the SLT, including admissions and other school events.
- Be involved in the recruitment of staff.
- Have care for the welfare of all school staff.
- Work within the school's health and safety policy, to ensure a safe working environment for pupils, staff and visitors.
- Maintain professional standards of attendance, punctuality and conduct with pupils, parents and colleagues.
- Promote diversity, equality and inclusion in all aspects within the school.
- Undertake other duties as reasonably requested by the Head.
- Act in accordance with the aims, policies and administrative procedures of the school.

This job description is not exhaustive, and the post holder will be expected to carry out such duties that may be required from time to time and that are broadly consistent with the job description. It may, generally after consultation with the post holder, be subject to modification or amendment by the school.

## The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- An Undergraduate Degree or equivalent
- Experience of working with senior leadership
- Relevant experience in a senior safeguarding role, ideally within the education or service sector environment
- Expert working knowledge of school safeguarding and practices
- Up-to-date knowledge of relevant safeguarding regulatory guidance relating to schools
- Evidence of continued professional development
- Experience of training others or in extended safeguarding matters
- Understanding of teaching and school settings
- Experience of creating and implementing policies at an organisational level
- Experience of leading strategic initiatives across a whole school or relevant organisation.
- Commitment to pastoral excellence
- Ability to manage own time and use initiative, to work calmly under pressure, and to meet deadlines
- Ability to work effectively in a team
- Excellent organisational skills and attention to detail, with high levels of accuracy
- Highly developed interpersonal skills
- Ability to communicate articulately and confidently with all stakeholders, both in writing and verbally



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- High levels of personal and professional responsibility and integrity
- Ability to maintain confidentiality
- Ability to manage, persuade, influence, support and motivate staff
- Resilient, flexible, confident and responsive to challenge
- Excellent drive and determination
- Ability to manage change successfully
- Commitment to the ethos of the school
- High expectations for students
- Commitment to own personal development
- Commitment to a culture of continuous improvement
- Readiness to contribute to the whole school when required

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Further qualifications in an area related to this post

## **Child Welfare and Child Protection Issues**

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

## **APPLICATION PROCESS**

- Closing date: 9am Thursday 30 July 2026, with interviews taking place on Monday 10 August 2026.
- Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
- Due to the volume of applicants we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

