



JOB DESCRIPTION

NAME:

POST: Safeguarding Manager

GRADE: Grade 8 (Scale 27-30)

Relationships

The post holder is accountable to the **Vice Principal (Inclusion)** in all matters relating to this post. All staff are ultimately responsible to the **Chief Executive Officer (CEO)**.

The post holder will work closely with members of the **Inclusion Team, pastoral staff, teaching staff, and external agencies**, and will support colleagues across the Academy to ensure that the pastoral, safeguarding and learning needs of students are effectively met

Purpose

The post holder will:

- Ensure the **Safeguarding needs of all students** are identified and effectively supported.
- Promote and maintain the Academy's **commitment to high standards and excellence in professional practice**.
- Lead and coordinate all Safeguarding provision to support **student wellbeing, safeguarding, inclusion, and positive behaviour**.
- Ensure all relevant **Academy policies and procedures** are fully implemented and adhered to.
- Work collaboratively with staff, families, and external agencies to ensure the **best possible outcomes for students**, particularly those safeguarding needs.
- Lead and coordinate Young Carers

Main duties & responsibilities

Safeguarding and Student Welfare

- Act as a **Designated Safeguarding Lead (DSL)** within the Academy. – Please see Appendix 1 attached at the bottom
- Act as the **Main Point of Contact (SPOC)** for external agencies working with the Academy.
- Ensure safeguarding concerns are identified, recorded, and addressed in line with statutory guidance and Academy safeguarding procedures.
- Ensure the **Safeguarding needs** are identified, and appropriate interventions are implemented to support progress and wellbeing in conjunction with the SEND Department, SLT, Heads of Houses and Attendance Team.
- **Quality assure safeguarding interventions** delivered within the School.
- Establish, monitor, evaluate, and review the **framework for responding to incidents of racism and bullying** in conjunction with the anti-bullying lead.

Leadership and Management

- **Line manage and performance manage** identified members of the Inclusion Team.
- Line manage key members of the **Safeguarding team**, including organising workload, supervising case management, and monitoring required actions.
- Lead on the **management and allocation of first aid provision** across the Academy.

Staff Development

- Deliver **Continuing Professional Development (CPD)** to colleagues to support effective provision of Safeguarding.

Appraisal and Pay

- The post holder will be subject to the **Academy's annual performance appraisal process**.

General Responsibilities

- Support the **ethos, values, and policies** of the Academy at all times.
- Work collaboratively with colleagues as part of the **Inclusion and pastoral teams**.
- Undertake other duties appropriate to the **grade and responsibilities of the post**, as reasonably required.

General Responsibilities for all Trust Staff Members

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the

Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Appendix 1: DSL Responsibilities

Role Purpose

The **Designated Safeguarding Lead (DSL)** is responsible for **leading and coordinating all safeguarding and child protection practices** within the Academy. The DSL ensures that children, young people, and vulnerable adults are protected from harm, that concerns are managed effectively, and that the Academy meets all statutory and local authority safeguarding requirements.

Key Responsibilities

Managing Concerns & Referrals

- Act as the primary point of contact for all safeguarding concerns, disclosures, and queries.
- Assess concerns, provide immediate guidance, and make timely referrals to children's social care, the police, or other relevant agencies.
- Ensure all actions are followed up and outcomes are monitored.

Supporting Staff

- Provide advice, reassurance, and professional support to staff and volunteers dealing with safeguarding matters.
- Deliver or coordinate safeguarding training, ensuring all staff understand their responsibilities and reporting procedures.
- Promote a culture where staff feel confident raising concerns.
- Support staff in planning, delivering, and reviewing targeted support interventions that promote the safety, wellbeing, and positive outcomes of vulnerable children.
- Provide guidance on evidence-based approaches, ensure interventions are aligned with safeguarding plans, and help staff monitor progress and escalate concerns when necessary.
- Work collaboratively with teachers, pastoral teams, and external professionals to ensure interventions are consistent, effective, and child-centered.

Policy & Procedures

- Ensure the safeguarding and child protection policy is current, compliant, and aligned with local authority and statutory guidance.
- Lead on policy implementation and ensure procedures are consistently followed across the organisation.
- Conduct regular policy reviews and update senior leaders or trustees.

Interagency Working

- Liaise with external agencies including social services, health professionals, police, and safeguarding partnerships.
- Attend and contribute to strategy discussions, case conferences, and multi-agency meetings.
- Share information appropriately while maintaining confidentiality

Record Keeping

- Maintain accurate, secure, and confidential safeguarding records.
- Document all concerns, decisions, actions, and outcomes clearly and promptly.
- Monitor patterns or emerging risks and escalate concerns where necessary.

Promoting Awareness

- Promote a strong safeguarding culture across the organisation.
- Ensure staff, volunteers, children, and families understand safeguarding expectations, online safety, whistleblowing procedures, and how to report concerns.
- Lead awareness campaigns, briefings, and updates.
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Additional Responsibilities

Early Help & Preventative Support

- Identify individuals who may benefit from early help or preventative interventions.
- Coordinate early help assessments and monitor progress.

Supporting Children & Families

- Ensure children and vulnerable individuals feel safe, listened to, and supported.
- Provide guidance to families where appropriate and signpost to external support services.

Compliance & Reporting

- Ensure compliance with statutory safeguarding legislation and local authority requirements.
- Prepare safeguarding reports for senior leaders, governors, or trustees.
- Lead on safeguarding audits, inspections, and action plans.
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Person Specification

Essential Skills & Knowledge

- Strong understanding of safeguarding legislation, statutory guidance, and local authority procedures.

- Ability to assess risk, make sound decisions, and act with urgency when required.
- Excellent communication skills, including the ability to handle sensitive conversations.
- Ability to maintain confidentiality and manage secure records.
- Confidence working with external agencies and participating in multi-agency meetings.

Personal Qualities

- Calm, approachable, and trustworthy.
- Emotionally resilient and able to manage challenging situations.
- Strong organisational skills and attention to detail.
- Commitment to promoting the welfare and safety of children and vulnerable adults.
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Qualifications & Training

- Completion of **advanced safeguarding/child protection training** (Level 3 or equivalent).
- Commitment to ongoing professional development in safeguarding practice.
- Experience working in a safeguarding, pastoral, or welfare-focused role.

- **Reporting Structure**

- Reports to: **Vice Principal (Inclusion)**
- Line manages: Deputy DSL(s)

Works closely with: All staff, volunteers, external safeguarding partners

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.