



JOB DESCRIPTION

Job Title:	Safeguarding Manager	Department:	Pastoral Leadership Team
Responsible To:	Deputy Head Pastoral	Responsible For:	n/a
Salary:	£50,000 full time - pro rata to 0.78 FTE £44,500 per annum actual salary	Working pattern:	37.5 hours per week, 36 weeks per year

Summary of Role

The Safeguarding Manager works under the strategic leadership and direction of the Deputy Head Pastoral (DHP), who is the school's Designated Safeguarding Lead (DSL), and is themselves a Deputy Designated Safeguarding Lead (DDSL). They will support the Deputy Head Pastoral in the operational leadership, coordination, and daily management of safeguarding and child protection across the school, ensuring the safety and welfare of all students, including both day and boarding students, in line with *Keeping Children Safe in Education (KCSIE)* and other statutory guidance. Whilst they play a significant role in safeguarding practice and may act on behalf of the DSL when required, ultimate accountability for safeguarding strategy, oversight, and statutory responsibility remains with the Deputy Head Pastoral as DSL.

As a member of the Pastoral Leadership Team (PLT), the postholder contributes to embedding a strong safeguarding culture in which students feel safe, staff are vigilant and confident to act, and systems operate effectively across academic, boarding, and co-curricular contexts. This postholder is required to have sound judgement, discretion, excellent communication skills, and the ability to support and influence whole-school safeguarding practice.

Key Responsibilities

Operational Safeguarding Leadership (Under the Direction of the DSL)

- Support the Deputy Head Pastoral (DSL) in implementing and maintaining the school's safeguarding and child protection strategy.
- Deputise for the DSL where appropriate and agreed, including responding to safeguarding concerns.
- Ensure day-to-day safeguarding practice is consistent with KCSIE, Working Together to Safeguard Children (WTSC), National Minimum Standards for Boarding, and relevant Catholic pastoral guidance.
- Monitor emerging safeguarding trends and report concerns or patterns to the DSL.
- Support the integration of safeguarding priorities within pastoral and school development planning.
- Work closely with the Assistant Head Boarding, Heads of Year, boarding staff, and pastoral teams to ensure boarding-specific safeguarding standards are upheld.
- Assist in managing serious safeguarding incidents and contribute to emergency or out-of-hours responses as required.

Case Management and Safeguarding Practice

- Manage safeguarding referrals and concerns, in collaboration with the DSL.
- Maintain oversight of safeguarding casework, ensuring concerns are triaged, recorded accurately, and actioned promptly.
- Contribute to risk assessments, safety plans, and welfare monitoring for vulnerable students, including international and boarding students.
- Provide guidance and support to staff working directly with students who have safeguarding needs.
- Ensure safeguarding records (e.g., CPOMS) are accurate, timely, and compliant.
- Liaise, as directed by the DSL, with external agencies including social care, police, health services, and Prevent/Channel leads.
- Attend multi-agency meetings, strategy discussions, and case conferences as delegated by the DSL.

Training and Safeguarding Culture

- Support the DSL in coordinating safeguarding training and induction for all staff, including academic, boarding, and support staff.
- Contribute to safeguarding awareness initiatives across the school, including online safety, peer-on-peer abuse, sexual harassment, mental health, and inclusion.
- Promote a proactive safeguarding culture where staff feel confident to identify and report concerns.
- Act as a visible, accessible safeguarding presence across the school community.

Compliance and Policy Support

- Support the DSL in maintaining and reviewing safeguarding, child protection, and related policies to ensure statutory compliance.
- Assist in ensuring compliance with safer recruitment practices and safeguarding induction processes.
- Contribute to the preparation of safeguarding reports for Governors and relevant committees, as directed by the DSL.
- Ensure safeguarding practice reflects both statutory requirements and the school's Catholic ethos and boarding obligations.

Leadership and Professional Responsibilities

- Contribute to the work of the Pastoral Leadership Team.
- Model high professional standards, confidentiality, and integrity in all safeguarding matters.
- Undertake regular supervision and continual professional development in safeguarding and child protection.
- Maintain clear professional boundaries and operate within the delegated authority of the DSL at all times.

Equality, Diversity and Inclusion (EDI)

- Support the Deputy Head Pastoral (DSL) in ensuring safeguarding practice is inclusive, equitable, and responsive to the diverse needs of all students.
- Promote a safeguarding culture that actively recognises and addresses barriers faced by vulnerable groups, including students with SEND, international students, boarding students, minority ethnic backgrounds, LGBTQ+ students, and those with protected characteristics.
- Ensure that safeguarding processes and pastoral responses are culturally sensitive, trauma-informed, and reflective of individual circumstances.
- Monitor safeguarding data, patterns, and outcomes to identify any disproportionality or emerging themes relating to equality and inclusion, reporting concerns to the DSL.
- Contribute to staff training and awareness around unconscious bias, inclusive safeguarding practice, and contextual safeguarding.
- Work collaboratively with pastoral leaders, SENCO, Heads of Year, boarding staff, and inclusion leads to ensure joined-up support for vulnerable students.
- Support the development of student voice initiatives that enable all students to feel heard, respected, and safe within the school community.
- Ensure safeguarding practice reflects both statutory equality duties and the school's Catholic ethos of dignity, respect, and care for the individual.

PERSON SPECIFICATION

Essential

- Bachelors degree or professional qualification in a relevant field.
- Extensive experience in safeguarding/child protection.
- Knowledge of KCSIE, WTSC, and safer recruitment practices.
- Experience leading or working within a safeguarding team.
- Excellent communication, interpersonal, and professional judgement skills.
- Ability to work collaboratively with SLT, pastoral teams, boarding staff, and external agencies.
- Commitment to the school's Catholic ethos and values.

Desirable

- Experience in independent or boarding schools, or a residential setting.
- Training in trauma-informed practice, mental health awareness, Prevent/Channel guidance.
- Experience with international students and guardianship arrangements.
- Relevant safeguarding, social work, or pastoral qualifications.
- Knowledge of NMS boarding standards.