



Knowledge-rich, skills led learning for all,
Christ at our heart,
Serving everyone in our community,
Partnership of love, ambition, joy, and peace.

Safeguarding Manager

Role description and purpose

Salary: KS H (£39,355 - £44,900)

Contract type: Full-Time, permanent

Reports to: CEO

The Kent Catholic Schools' Partnership (KCSP) is a multi-academy trust of 30 Catholic schools located across Kent and Medway, 25 primaries and five secondaries; all of which are part of the Archdiocese of Southwark. We strive together to ensure that our schools will offer an ambitious education and curriculum for all, with a firm focus on the provision of excellent teaching and learning to ensure that the potential of each and every one of the children and young people in our schools is fulfilled; whatever their need.

We work together in a partnership which is willing to share outstanding expertise, offers support and challenge when needed, supports wellbeing effectively, and which keeps everyone in our school communities safe.

The postholder will be in sympathy with the Catholic faith and so be able to clearly support our Catholic mission, the work of the Trust and that of the wider Catholic faith.

Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Role summary:

The Trust is seeking to appoint a Safeguarding Manager who can continue the excellent work already taking place within the organisation in providing effective operational support for safeguarding across the Trust's 30 schools, working directly for the Trust's CEO.

The successful candidate will collaborate with colleagues from all Trust schools and other relevant professionals, within and beyond KCSP, to secure the best outcomes for students, children, and young people, whilst promoting a culture and awareness of excellent safeguarding practice which is consistent across the Trust and its schools.

The Safeguarding Manager will promote a positive ethos and a strong safeguarding culture by managing, maintaining and further developing the safeguarding strategy for the Trust.

The Safeguarding Manager will co-ordinate safeguarding training, deliver termly Trust DSL & Deputy DSL meetings (face-to-face and remote), support the Executive Trust Team and Area School Improvement Partners (ASIPs) with the planning and delivery of annual safeguarding checks for each school, create relevant safeguarding templates, co-ordinate Trust schools' safeguarding reports for the Trust Board and provide updates for the Trust Directorate, update safeguarding-related KCSP website pages, and create and maintain a safeguarding repository of Trust-approved safeguarding materials.

The role will include managing safeguarding business systems including CPOMS, CPOMS Staff Safe & Filtering and monitoring, taking responsibility for development, user support, collating relevant data and reporting at various levels.

The successful candidate will act as the first point of contact for all internal and external operational safeguarding queries with statutory safeguarding advice and guidance continuing to be provided via the LADO and the 'Front Door'. The role will also provide full safeguarding administrative support to the Trust CEO.

This role predominately will be based at the Trust's Head Office, located in Teston, Kent, however, the ability to travel to Trust schools and various sites to attend meetings is required.

About you:

The successful candidate will:

- Be experienced in safeguarding and have a comprehensive understanding of all appropriate, current, relevant legislation, including KCSIE, and policy and guidance documents, including Child Protection, Safeguarding, Children's Acts etc.
- Be able to demonstrate experience of working as a designated person in safeguarding children and young people in schools or in a similar role in a local authority or social work capacity, and should also be able to demonstrate the ability to remain resilient when dealing with sensitive and confidential issues
- Will understand and have experience in statutory and regulatory safeguarding practice, policies, statutory agencies and Local Authority requirements for reporting external referrals
- Have experience of working within Ofsted requirements (this is desirable, but not essential)
- Be confident and have the ability to work independently using own initiative

- Must have excellent organisational and communication skills and experience of providing business system and administrative support for a team, ideally in an educational environment
- Be able to prioritise own workload as well as ensuring that all aspects of safeguarding work is triaged and followed up, working to daily, termly and annual plans
- Will be expected to work with all levels of staff across the Trust and therefore adaptability, flexibility and the ability to manage change is vital, as are excellent communication skills
- Will be able to demonstrate a working knowledge of diversity, equity and inclusion principles, and anti-discrimination measures
- Will have the capacity to handle confidential data/information sensitively
- Will be competent in the use of IT systems, including Microsoft Office applications

Role description:

Main Purpose:

The post holder is accountable for ensuring that safeguarding is consistent and embedded across the Trust schools and ensuring safeguarding for the Trust goes beyond compliance. The Safeguarding Manager takes responsibility for the co-ordination of all operational aspects of Safeguarding and provides operational guidance and support to the CEO, the Executive Officers, Trust Central Team, Senior Leadership and Safeguarding Leads across the Trust.

The post holder will:

1. Liaise with Kent County Council and Medway Council, as appropriate, The Front Door and other services e.g., Child-Centred Policing, to ensure the Trust Leaders, DSLs, and Deputy DSLs have access to all possible support
2. Work with the wider members of the Trust Executive Team, such as the School Improvement Advisors, to ensure safeguarding is a thread throughout the Trust's work and that any safeguarding-related actions are monitored and completed including the use of the Trust Safeguarding Toolkit
3. Review termly reports from the Local Governance Committees, and where required discuss any actions, provide support to the school, and ensure actions are completed
4. Provide termly reports to the CEO, Safeguarding Director, and Trust Board of Directors from safeguarding reports provided by the Local Governance

Committees and make any recommendations to the CEO and Board for improving the effectiveness of safeguarding across the Trust

5. Meet termly with the Trust Safeguarding Director (Board) to enable check and challenge
6. Provide a safeguarding report to the CEO and Board following any internal or external safeguarding audits with any recommendations
7. Review, monitor and assist schools with any actions resulting from an internal or external safeguarding audit, where required
8. Review safeguarding data from CPOMS including Staff Safe and the Single Central Record and take actions as required (not case-specific)
9. With the Trust's HR Lead, maintain the Single Central Record for employees in the Trust Office, ensuring that it is always up-to-date and inspection-ready
10. Liaise and manage, as required, to ensure that any identified safeguarding actions highlighted during a visit by the School Improvement Advisors are completed
11. On the direction of the Trust CEO, review, monitor and assist with any safeguarding concerns
12. On the direction of the Trust CEO, assist with any cases that are reported to the LADO
13. Ensure the pupil voice is a clear thread within safeguarding throughout the Trust
14. Provide and maintain a repository of safeguarding-related learning for consistency and quality such as online safety education materials
15. Monitor and ensure safeguarding quality and continuity of provision from CPOMS, Filtering and Monitoring systems, and any other IT service provider across the Trust
16. Maintain a Trust-wide overview of safeguarding training, provide training where required and promote the use of The Key including for annual KCSIE training
17. Maintain business relationships with IT providers e.g., CPOMS, and The Key, to ensure safeguarding consistency and best practice
18. Oversee and provide guidance where required to assist with the welfare of staff involved in safeguarding
19. Ensure that Trust safeguarding surveys for staff and students are conducted and analysed, sharing information across the provision for members of the Trust Board, the CEO, senior leadership team, DSLs and the wider staff team (as appropriate)
20. Oversee and manage other matters linked to safeguarding, such as health & safety monitoring

Management of staff:

This role does not have line management responsibility for staff.

This role does not have any direct budget responsibility.