JOB ROLE: **Safeguarding Lead – Key Stage 4**

CONTRACT HOURS: **37 hours per week – Full time**

**SALARY: WWF Band 6**

RESPONSIBLE TO: **Senior Vice Principal Safeguarding**

**Purpose of the Post:**

To lead and manage safeguarding and child protection procedures for Key Stage 4 students (Years 10 and 11), working collaboratively with the Designated Safeguarding Lead and pastoral team to ensure a safe, supportive, and inclusive environment for all pupils.

**Key duties and responsibilities:**

**1. Safeguarding and Child Protection**

* Take day-to-day responsibility for safeguarding and child protection concerns in Key Stage 4.
* Act as a key point of contact for staff, students, parents, and external agencies in relation to safeguarding matters.
* Receive and act on safeguarding disclosures and concerns promptly and in accordance with school policies and statutory guidance (e.g. *Keeping Children Safe in Education*).
* Ensure accurate, timely, and confidential record-keeping using the school’s safeguarding systems (e.g. CPOMS or equivalent).
* Contribute to and attend child protection conferences, core group meetings, and multi-agency working groups as needed.

**2. Leadership and Support**

* Provide guidance, support, and training to staff regarding safeguarding and child protection practices.
* Work closely with Heads of Year, SENDCo, attendance and behaviour teams, and external partners to identify and support at-risk students.
* Support the DSL in ensuring the school’s safeguarding policies and procedures are up-to-date, understood, and followed consistently.

**3. Student Wellbeing and Support**

* Build strong, trusting relationships with students, particularly those identified as vulnerable or at risk.
* Liaise with families and carers to support student welfare and address safeguarding concerns effectively.
* Promote early intervention by identifying issues and implementing support strategies to prevent escalation.
* Monitor attendance, behaviour, and wellbeing indicators to spot emerging safeguarding risks.

**4. Administration and Compliance**

* Maintain secure, accurate safeguarding records and contribute to audits, reports, and evaluations.
* Assist in the preparation and delivery of safeguarding updates for governors and senior leaders.
* Stay up to date with national and local safeguarding developments and share relevant information with staff.

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| **Essential** | **Desirable** |
| Proven experience in a safeguarding, pastoral, or welfare role Up-to-date safeguarding training (DSL or willingness to train) In-depth knowledge of Keeping Children Safe in Education and relevant legislation Excellent interpersonal, communication, and organisational skills Ability to handle sensitive situations with discretion, empathy, and resilience Commitment to safeguarding and promoting the welfare of children  | Experience in a school or education setting Experience working with Key Stage 4 age group Understanding of child development and adolescent mental health Experience of working with external agencies (e.g. Social Care, CAMHS) Familiarity with safeguarding software (e.g. CPOMS) Relevant qualification in safeguarding, social work, or youth work  |

**Additional Information**

* This role requires an enhanced DBS check and satisfactory references.
* You may be required to undertake additional training relevant to the role.
* Some after-hours or flexible working may be required in response to urgent safeguarding matters.

**Professional Development Review**

* To actively participate in The Academy Trust Professional Development Review Programme (PDR)

An annual review of this job description and allocation of responsibilities will take place as part of the PDR process

**Continual Professional Development**

* The post holder will benefit from the Trust commitment to CPD
* The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### HEALTH & SAFETY RESPONSIBILITIES:

Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon everyone engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.