**JOB DESCRIPTION: ACTING SAFEGUARDING MANAGER**

To lead on all matters concerning Child Protection and Safeguarding alongside, and with the support of, the Assistant Headteacher (Pastoral).

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| **REPORTING** | Responsible to: Assistant Headteacher (Pastoral) and ultimately the Headteacher.  Responsible for: Safeguarding matters at SRMS |
| **STRATEGIC RESPONSIBILITIES** | **Leadership of:**   * Child Protection * Safeguarding, including being part of the school’s DSL team. |
| **KEY RELATIONSHIPS** | * Assistant Headteacher (Pastoral) * Senior Leadership and Extended Leadership Teams * All Deputy DSLs * Students * Heads of School, Tutors and Key Stage admin managers * AENCo/SENCo * Learning Support Assistants * Administration Assistant – Student Receptionist * Administration Assistant - Attendance * Heads of Department and subject staff * Parents * Governors, especially Safeguarding Governor * Outside agencies such as Early Help and Social Services * Professional advisors regarding safeguarding |
| **FUNCTIONAL TASKS** | * To be one of the School’s Designated Safeguarding Leads (alongside and with the support of the Assistant Headteacher and Extended Leadership Team DSLs) * To liaise with Assistant Headteacher and Extended Leadership DSLs to determine the appropriate planned school response/strategy on all matters CP and safeguarding * To lead and coordinate implementation of the planned school response on all matters CP and safeguarding * To liaise and communicate with student support services and external agencies as required * To support SLT/ELT in the delivery of cohesive, effective and well documented safeguarding practices * To write the safeguarding report that goes to governors 3 times a year * To carry out administrative tasks involved in safeguarding and child protection of students at SRMS e.g. maintaining safeguarding records   **General Duties**:   * To be a model of high professional standards in conduct and to lead by example * To undertake any other professional duties which are reasonably delegated by the Headteacher |