**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.
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| **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
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| **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
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