

**Safeguarding & Wellbeing Manager**

**The Role**

Kent Catholic Schools Partnership (KCSP) is seeking to appoint a Safeguarding & Wellbeing Manager who can provide effective operational support for safeguarding and wellbeing across the Trust, working forthe Trust 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 KCSP.

The Safeguarding & Wellbeing Manager will promote a positive ethos and a strong safeguarding culture by developing and managing the KCSP Safeguarding Hub to further develop the safeguarding strategy for the Trust.

They will co-ordinate needs-led safeguarding training, deliver termly Trust DSL & Deputy DSL meetings (face to face and remotely), co-ordinate safeguarding audits where required, 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 & Cantium/Smoothwall, taking responsibility for development, user support, collating relevant data and reporting at various levels.

The role will also look to develop a Wellbeing strategy for the Trust and the associated programme of work,

The successful candidate will act as 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 KCC Education Safeguarding Advisers . The role will also provide full safeguarding administrative support to the Trust CEO. This role will predominately be based at Teston, Kent, however, ability to travel to Trust schools and various sites to attend meetings is required.

**About you**

* You should be experienced in safeguarding and have an understanding of appropriate current relevant legislation, policy and guidance documents, including the Common Assessment Framework, Child Protection, Safeguarding, Children’s Acts etc.
* You should 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. You should also be able to demonstrate the ability to remain resilient when dealing with sensitive and confidential issues.
* You should understand and have experience in statutory and regulatory safeguarding practice, policies, statutory agencies and Local Authority requirements for reporting external referrals.
* Experience of working within Ofsted requirements is desirable but not essential.
* You must be confident and have the ability to work independently using your own initiative.
* You must have excellent organisational and communication skills and experience of providing business system and administrative support for a team, ideally in an educational environment.
* You should be able to prioritise your own workload as well as ensuring that all aspects of safeguarding work is triaged and assigned, working to daily, termly and annual plans.
* You should be expected to work with all levels of staff across the Trust and therefore adaptability, flexibility and the ability to manage change is vital.
* You should be able to demonstrate a working knowledge of inclusion, equality/diversity and anti discrimination.
* You should be able to have the capacity to handle confidential data/information sensitively.
* You should be competent in the use of IT 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 takes safeguarding for the Trust beyond compliance. The Safeguarding Officer 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 office team, Senior Leadership and safeguarding leads across the Trust.

The post holder will:

1. Liaise with Kent County Council, The Front Door and The Education People to ensure the Trust DSLs and Deputy DSLs have access to all support offered.
2. Work with the wider members of the Trust Executive Team, such as the School Improvement Advisors, to ensure safeguarding and wellbeing is a thread throughout the Trust’s work and that any safeguarding related actions are monitored and completed.
3. Review termly reports from the Executive 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 from safeguarding reports provided by the Executive 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 re the Single Central Record and action if required (not case specific).
9. 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, 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 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, Cantium AD3000 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.
17. Maintain business relationships with IT providers such as CPOMS, Cantium 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. Develop a Trust Wellbeing Strategy, working with staff and pupils to improve mental health and wellbeing.
20. Ensure that Trust safeguarding surveys for staff, students and young people are conducted and analysed, sharing information across the provision for members of the Trust Board, CEO, senior leadership team, DSLs and wider staff team (as appropriate).
21. 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.