

Director of Safeguarding (Designated Safeguarding Lead)

Non-teaching role

Permanent, Term Time Contract

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

Whitgift School is wishing to appoint a new role of Director of Safeguarding (Designated Safeguarding Lead).

The Director of Safeguarding is primarily responsible to the Headmaster of Whitgift School and will sit on the School's Senior Leadership Team.

OUTLINE OF POST:

Director of Safeguarding (Designated Safeguarding Lead)

Whitgift School is seeking to appoint an experienced, committed, and enthusiastic candidate for the non-teaching senior management role of Director of Safeguarding (Designated Safeguarding Lead).

The successful candidate will take lead responsibility for safeguarding and child protection across the school (including online safety). They will be a collaborative colleague, a committed practitioner, and be fully supportive of the school's vision. They will have demonstrable experience of leading and actioning whole school strategic plans or strategic plans in other settings. They will confidently ensure the school provides up-to-date, relevant advice/training and support to enable the school community to have the knowledge and understanding of all safeguarding policies and practices they must adhere to. The successful candidate will be pivotal in advising and supporting other members of staff on child welfare, safeguarding and child protection matters, and will liaise with relevant external agencies. They will work in conjunction with other Foundation schools when required and provide relevant and appropriate training to all stakeholders.

Director of Safeguarding (Designated Safeguarding Lead - DSL) is a crucial role within our school, responsible for ensuring the welfare and safety of all children and young people in the school. The DSL will be a non-teaching staff member who will implement and have a strategic oversight of the school's safeguarding policies and procedures, in accordance with the guidelines outlined in Keeping Children Safe in Education (KCSIE) and National Minimum Standards for Boarding (NMS).

Key Duties and Responsibilities set out below is a list of the principle responsibilities of the Designated Safeguarding Lead. The list is not exhaustive, and, in any case, aspects of the job description may be adjusted from time to time to take account of developments as well as changes to the Core Management Team.

1. Safeguarding Policy Implementation

- Develop, review and update the school's safeguarding and other relevant policies, ensuring they are compliant with KCSIE guidelines.
- Ensure all staff members, including teaching and professional services staff, are aware of and adhere to the safeguarding policies and procedures.
- Regularly communicate and promote a culture of safeguarding amongst staff, students, parents, and other stakeholders.
- Have a strategic oversight of the school's safeguarding to ensure there is a comprehensive understanding and effective delivery of it.

2. Designated Safeguarding Lead

- Act as the first point of contact for all safeguarding concerns and incidents, ensuring they are recorded, reported, and managed appropriately.
- Work closely with the Deputy Head (Pastoral) and other key pastoral staff in ensuring all students are safeguarded.
- Provide advice, guidance, and support to staff regarding safeguarding matters and refer cases to external agencies when necessary.
- Collaborate with external agencies, such as social services and the police, to address safeguarding concerns and coordinate appropriate interventions. Refer cases to the Channel programme where there is a radicalisation concern and support staff who make referrals.
- Make the Headmaster aware of safeguarding issues in the school.
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with the Senior Nurse and Lead Counsellor where safeguarding concerns are linked to mental health.
- Liaise with the Deputy Head (Pastoral) on attendance data, to identify safeguarding or other issues that may impact on students' learning and achievement.
- Liaise with the Director of IT, IT technicians and Director of Digital Strategy to ensure effective filtering and monitoring of the school's network, promoting online and digital safety and following up any safeguarding concern or inappropriate use.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
- Model best practice and always uphold the principles of confidentiality and data protection.
- Establish, maintain and provide regular supervision for colleagues, as agreed with the Deputy Head (Pastoral).

- Daily oversight of CPOMS and distribution of caseload to the Safeguarding team.
- Meet with the Nominated Safeguarding Governor termly to discuss safeguarding compliance and ensure that the governors are fully up to date.
- To play a key role in the weekly welfare meetings along with the Deputy Head (Pastoral), Heads of Year, Directors of Section, Head of Learning Support, Senior Nurse, Lead Counsellor and other relevant staff. To lead these meetings when required.
- Attend local safeguarding cluster meetings and meetings with other DSLs at the Foundation schools.
- To lead on case management of the most vulnerable pupils.
- To develop and facilitate individual and group work with pupils and parents/carers.
- To establish and, where appropriate, facilitate pre-emptive or focused actions, such as restorative justice or positive relationships programmes.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- To be prepared to facilitate home visits to families to verify students are 'safe and well' for purposes of those missing education (CME) and/or to carry out discussion/assessments to provide on-going support for safeguarding purposes.

3. Training and Education:

- Arrange and deliver regular safeguarding training sessions for all staff members, ensuring they are up to date with the latest safeguarding practices and procedures.
- Provide ongoing support and advice to staff regarding the identification and reporting of safeguarding concerns.
- Collaborate with other professionals and organisations to organise external training sessions and workshops for staff and parents.
- Understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation.
- Be able to understand the unique risks associated with online safety.
- Undertake training to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE.

4. Record-Keeping and Documentation

- Maintain accurate and up-to-date records of all safeguarding concerns, incidents, and actions taken, in compliance with legal and regulatory requirements. Ensure decision making is clear in the records and any lessons learned, including a systematic approach to recording digital evidence relevant to safeguarding cases.

- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Ensure confidentiality and sensitivity when handling safeguarding information, adhering to data protection policies and procedures.
- Monitor and review safeguarding records to identify patterns, trends, or areas for improvement, and implement necessary changes to safeguarding practices.
- Collate qualitative and quantitative data and produce reports (including a termly report to governors) to facilitate monitoring and evaluation.
- Monitor issues surrounding harmful sexual behaviour and manage responses.
- Where children leave the school (including in-year transfers): - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE; - Consider whether it would be appropriate to share any additional information with the new school before the child leaves.

5. Safeguarding Awareness

- Keep abreast of current research and understanding which is applicable to Child Protection, Safeguarding and family work.
- Promote and raise awareness of safeguarding issues within the school community through the development of initiatives, campaigns and resources, including website articles and assemblies.
- Provide guidance and support to parents and guardians regarding safeguarding matters, encouraging open communication and collaboration.

6. Other responsibilities

- To be involved in the recruitment of teaching staff.
- To have care for the welfare of all school staff.
- To work within the school's health and safety policy, to ensure a safe working environment for pupils, staff and visitors.
- To maintain professional standards of attendance, punctuality and conduct with pupils, parents and colleagues.
- To promote diversity, equality and inclusion in all aspects within the school.
- To undertake other duties as reasonably requested by the Headmaster.
- To act in accordance with the aims, policies and administrative procedures of the school and the Foundation.

This job description is not exhaustive, and the job holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. It may, generally after consultation with the post holder, be subject to modification or amendment by the school.

PERFORMANCE STANDARDS

As a member of the Senior Leadership Team:

This individual will play a key role in the leadership and management of the school with particular reference to the development and delivery of effective safeguarding so that all pupils feel safe. They will assist the Headmaster in translating the vision for the school into agreed objectives, operational and business plans and take lead responsibility for delivering the effective safeguarding of the pupils.

As a member of Whitgift staff:

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification for Director of Safeguarding

Essential: These are qualities without which the Applicant could not be appointed

Desirable: These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.

Qualifications:

	Essential	Desirable
Educated to Degree or equivalent level	Y	
Further qualifications in an area related to this post		Y

Experience, knowledge and understanding:

Experience of working with senior leadership	Y	
Relevant experience in a senior safeguarding role, ideally within the education or service sector environment	Y	
Expert working knowledge of school safeguarding and practices	Y	
Up-to-date knowledge of relevant safeguarding regulatory guidance relating to schools. Evidence of continued professional development.	Y	
Experience of training others to DSL level or in extended safeguarding matters	Y	
Experience of creating and implementing policies at an organisational level	Y	
Experience of leading strategic initiatives across a whole school or relevant organisation.	Y	

Skills and disposition:

The ability to communicate confidently with colleagues at all levels across the school and Foundation including governors	Y	
High level of professionalism, diplomacy, discretion and ability to maintain confidentiality	Y	
Logical and methodical approach with a high level of accuracy	Y	
Strong organisation and time management skills	Y	
Ability to communicate effectively to a wide range of audiences, in writing and verbally, and at a strategic and policy level	Y	
Ability to manage, persuade, influence and motivate staff	Y	
Vision and ability to manage change successfully	Y	
Excellent interpersonal and relationship-building skills	Y	
A high degree of written accuracy and grammar	Y	
Excellent attention to detail and the ability to spot anomalies within data	Y	
The ability to anticipate needs, pre-empt problems and offer solutions	Y	
The ability to work on their own initiative and pro-actively	Y	
The ability to prioritise effectively, multi-task and work to deadlines	Y	
Microsoft Office with advanced Word and Excel skills		Y

Personal qualities:

Ability to manage own time and use initiative	Y	
Self-motivated and able to work under pressure	Y	
A calm and professional manner	Y	
Excellent drive, determination and enthusiasm	Y	
Presence, dynamism, approachability	Y	
Ability to inspire confidence to a wide range of stakeholders	Y	
Ability to work autonomously and as part of a busy team	Y	
Ability to deal with competing priorities in a calm and professional manner	Y	
Logical and methodical approach with a high level of accuracy	Y	
Confident and resilient	Y	
Proactive and positive 'can do' attitude	Y	
Flexible and adaptable	Y	
Willingness to go the extra mile	Y	

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday (to be taken during school holiday periods with the potential for some flexibility during term time depending on the needs of the business)
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation schools
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay
- Season ticket loan
- Onsite parking (where available)
- Lunch is available onsite during term time and during some holiday times when there are residential activity courses running

CONDITIONS OF SERVICE

This position is offered as a permanent, term-time contract.

The Director of Safeguarding will work a total of 40 hours per week during term time. Additional hours (outside of contracted hours) may be required on the weekends and during the holidays as necessary, to fulfil the demands of the role depending on safeguarding activity.

The salary range for this post will be commensurate with the experience of the candidate.



We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or email the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed daily and interviews may occur at any stage after applications are received so we invite interested candidates to apply as soon as possible. The school reserves the right to close this vacancy at any time.

Closing Date: Midnight on Monday 8 April 2024.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the school to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities). It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

March 2024