

Job title	SAFEGUARDING SUPPORT MANAGER
Grade:	Grade 8 (Scale point 12 to 20)
Reports to:	Designated Safeguarding Lead (DSL)

Main job purpose

A non-teaching role to provide professional pastoral care to support the welfare and progress of students, working as part of the wider pastoral team, alongside parents and external agencies.

The Safeguarding Support Manager supports the school and trust-wide processes for safeguarding, attendance and behaviour.

Main responsibilities and duties

1. To act as Deputy Designated Safeguarding Leader (DSL)
2. To be committed to safeguarding and the welfare of students, raising concerns where appropriate with the Designated Safeguarding Lead.
3. To lead pastoral support in partnership with Heads of Year to support the welfare of all students across the year groups.
4. To use a variety of tracking tools and data to monitor and intervene with attendance, behaviour and progress.
5. To build professional relationships with staff and external agencies, including attending key meetings around behaviour, attendance and safeguarding.
6. To be the first point of contact for Family Help, Social Care and Inclusion.
7. To implement the Behaviour Policy and assist with student behaviour issues, including collecting statements, calling parents and logging on appropriate systems.
8. To attend parental meetings and to lead on these where appropriate.
9. To monitor attendance and punctuality across the year groups and work/liaise with the attendance lead.
10. To liaise with parents with reference to students absent from morning registration, including the vulnerable students in the year group
11. To use appropriate intervention and strategies to support student welfare and progress.
12. To provide advice to students relating to their social, health, hygiene and emotional development needs.
13. To organise LTD/ASDs where appropriate and to follow up queries when required.
14. To provide any other safeguarding, attendance and behaviour support as directed by the Line Manager or SLT lead.

In addition to the main duties and responsibilities above, the Safeguarding Support Manager will complete some or all of these tasks on a regular basis:

- a) Support punctuality in school in the mornings
- b) Manage the morning punctuality lists and manage the attendance tracker
- c) Produce reports and data for the team as required
- d) Update detention lists and spreadsheets

- e) Manage detentions, using appropriate systems and templates
- f) Identify hotspots/trends and tracking numbers of incidents in conjunction with the DSL.

Daily Activities, Pastoral Team

1. Tutor time - work with the attendance officer to locate missing N codes, get students into tutor, double check absences, support with any vulnerable calls as directed by the attendance officer.
2. Pick up any overnight safeguarding concerns, complete any assigned tasks in MYCONCERN.
3. Throughout the day: support students into lessons, support student issues, manage behaviour issues that arise with SLT support, support with statements and call home to update on attendance.
4. Meetings - attend meetings in the day as required - log on the appropriate system and follow up.

Supervision and management

Postholder can work without direct supervision. Supervision will be present where necessary.

To support the other Pastoral team members.

Decision making

To make appropriate decisions regarding students on a daily basis and on a reactive and proactive basis.

Problem solving and creativity

Daily contact with staff/ SLT/ parents and other visitors to school - to be firm, supportive and caring.

Key contacts and relationships

The post will involve a variety of contacts: internally within the school and with outside organisations and parents.

To develop close working relationships with all staff - sharing of information quickly and efficiently.

Resources

General office equipment, management information systems MyConcern, "Google Suite".

Working environment

Work is subject to deadlines and changing demands in a busy Middle School environment.

Progression in Post

CPD will be available as part of the role to further develop skills

General and School Responsibilities

- Be familiar with safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the school's Christian values (in Church Schools) as well as Trust's Values, ethos and vision
- Participate in training and other learning activities as required
- Participate in performance management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	D Ayling/ Central HR Team
Date:	June 2025

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification) Level 3 DSL Safeguarding qualification or willing to be trained 	<ul style="list-style-type: none"> First Aid qualification Appropriate qualification/ licence to drive a minibus 	Application Form Interview
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working in a pastoral support role Previous experience working with young people Experience of following procedures and processes Experience in using data and tracking tools to monitor behaviour, attendance and progress 	<ul style="list-style-type: none"> Experience of working in a school Experience of using MyConcern or similar systems Experience of using Arbor data management system Experience in working as part of a team Previous experience in attendance or behaviour support 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Excellent organisational skills Attention to detail Strong communication and interpersonal skills Fluency in English for all student and public-facing roles. The pastoral team are required to speak fluently with students, parents and external agency staff to support students in their attendance, behaviour and wellbeing. 		Application Form Interview Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Friendly and helpful manner Discretion Patience Firmness Quick Learner Flexible and adaptable Confidence in ability to take appropriate decisions 	<ul style="list-style-type: none"> Willingness to support the schools Christian ethos (for Church schools) 	Application Form Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community Ability to develop appropriate warm/strict relationships with students 		Application Form References Interview

Requirements	Essential	Desirable	Evidence
Safeguarding	<ul style="list-style-type: none"> • Good knowledge of relevant Safeguarding procedures • Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> • Good awareness of potential Safeguarding issues 	Application Form Interview