



Job Description for role of

# Head of Safeguarding

*Bold & Loyal*  
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# Role description: Head of Safeguarding

## Reporting to: Deputy Head, Pastoral

### **Principle Purpose:**

The Head of Safeguarding is responsible for the operational delivery of safeguarding across the College, ensuring that all policies, procedures, and practices meet statutory guidance and best practice. Working closely with the Deputy Head (Pastoral), the postholder ensures that all pupils from Reception to Year 13 are safe, supported, and protected, and that all staff understand and fulfil their safeguarding responsibilities. They collaborate closely with the pastoral team and College Health Centre to ensure integrated support for pupil welfare and wellbeing.

The postholder provides expert advice, guidance, and day-to-day management of safeguarding matters, acting as the College's lead professional for child protection. They ensure effective systems for reporting, recording, and monitoring concerns and support the school in maintaining a strong culture of safeguarding across all areas of school life.

### **Key Tasks:**

#### **Strategic and Operational Responsibilities**

- Ensure all safeguarding policies, procedures, and practices comply with statutory guidance, including KCSIE, Working Together to Safeguard Children, NMS, and ISI frameworks.
- Act as the operational designated safeguarding lead, supporting the Deputy Head (Pastoral) in embedding safeguarding across the school.
- Lead and coordinate a network of Deputy Designated Safeguarding Leads (DDSLs), providing guidance and support through a dotted-line reporting structure.
- Support DDSLs with case management, safeguarding advice, and consistency of practice across the school.
- Lead safeguarding briefings and inductions for new staff, ensuring they understand statutory guidance, school procedures, and their responsibilities.
- Provide guidance and advice to staff on safeguarding concerns, including recognition, reporting, and appropriate responses.
- Maintain accurate and confidential safeguarding records, ensuring appropriate escalation to the Deputy Head (Pastoral) or Head where required.
- Monitor safeguarding records and concerns to identify patterns, emerging risks, or themes, reporting these to the Deputy Head (Pastoral).
- Support the College's response to safeguarding incidents, liaising with external agencies as appropriate.
- Contribute to risk assessments and safeguarding plans for individual pupils.
- Support the College's pastoral, boarding, and co-curricular teams in safeguarding matters.
- Assist in the review and development of safeguarding policies and procedures.
- Monitor safeguarding practice across the College, identifying trends, risks, and areas for improvement.
- Assist with inspections and audits related to safeguarding and child protection.

#### **Collaboration and Relationships**

- Work closely with the Deputy Head (Pastoral) to ensure safeguarding systems and practices are consistent and effective.

- Collaborate with the pastoral leadership team, including Housemasters, Housemistresses, and Resident Assistants, to support pupil welfare.
- Work closely with the College Health Centre to ensure coordinated support for pupil wellbeing and safeguarding concerns.
- Provide operational guidance to the network of DDSLs, ensuring consistent safeguarding practice across the school.
- Maintain effective relationships with external safeguarding agencies and professionals.

### **Communication and Engagement**

- Act as a trusted point of advice for staff regarding safeguarding concerns.
- Support clear communication of safeguarding procedures and expectations across the school.
- Provide updates on safeguarding matters to the Deputy Head (Pastoral) and Head where appropriate.
- Contribute to safeguarding briefings, newsletters, and policy communications for staff and parents

### **Additional Tasks:**

- Be familiar with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children;
- Understand and comply with the College's Health and Safety Policy statement;
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals;
- Undertake any other key tasks which the Head may reasonably assign.

### **As a member of the Wycliffe Community:**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Promote actively the College's corporate policies and values.
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate.

# Person Specification

The person specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate the following:

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Relevant safeguarding qualification or equivalent professional experience</p>	<p>Advanced safeguarding or child protection qualification</p> <p>Postgraduate qualification in safeguarding, social work, or child protection</p>
<b>Experience</b>	<p>Significant experience managing safeguarding and child protection cases</p> <p>Experience working with external safeguarding agencies</p> <p>Experience supporting staff in safeguarding practice</p>	<p>Experience in an independent or boarding school</p> <p>Experience leading or coordinating safeguarding audits or inspections</p>
<b>Knowledge, Skills and Ability</b>	<p>Strong knowledge of statutory safeguarding guidance (KCSIE, Working Together, NMS, ISI frameworks) and child protection best practice</p> <p>Excellent communication skills; collaboration and influencing skills to work effectively with staff, DDSLs, pastoral teams, and external agencies</p> <p>Judgment and decision-making skills</p> <p>Emotional intelligence and empathy to support pupils and staff</p> <p>Organisational and record-keeping skills, including monitoring safeguarding trends</p> <p>Resilience and adaptability in high-pressure or crisis situations</p> <p>Ability to deliver effective training, briefings, and inductions</p>	<p>Knowledge of multi-agency safeguarding processes and networking</p>

# Terms of Appointment

This is a permanent position offered on a full-time, all-year-round basis.

Salary: Competitive

Residential accommodation may be available with this role, although the postholder will not be expected to live onsite.

Other benefits available include:

- cycle to work scheme
- Salary exchange electric vehicle scheme
- reduction in school fees (40% for Nursery Class to Year 5, 60% for Year 6 to Year 13 – pro-rata)
- free lunch meals during school term-time and other meals when required to attend work
- free use of gym, sports facilities, and swimming pool at certain times
- training and development opportunities
- free on-site parking (subject to availability of space)

## How to apply

Online via Eteach or please contact [HR@wycliffe.co.uk](mailto:HR@wycliffe.co.uk)

**Closing date: 4pm, Monday 1 June 2026**

## Safer Recruitment Statement

Wycliffe is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check is required before any appointment is confirmed. We are an equal opportunities employer. In accordance with our policies, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.