



Safeguarding Manager Job Description

CONTRACT:	Permanent Part-time 0.6 3 days per week 22.2 hours/week 52 weeks
SALARY SCALE:	Band F (pt. 26 - 31) *pro rata for 0.6 (approx. £22,300-24,995)
Responsible to:	Deputy Headteacher: Director of Behaviour and Attendance Assistant Headteacher: Director: Safeguarding and Welfare
Responsible for:	NA

Overview

The Safeguarding Manager supports the DSL in coordinating safeguarding and child protection across the school, ensuring compliance with Keeping Children Safe in Education (KCSIE) and Local authority procedures.

The post holder manages safeguarding concerns, supports staff, liaises with external agencies, and promotes a strong safeguarding culture.

Reports to Assistant Headteacher/ Designated Safeguarding lead

Key responsibilities under the guidance and supervision of the DSL

Key Responsibilities

Acting as Deputy DSL

- Act as Deputy DSL and assume full DSL responsibilities when required.
- Coordinate day-to-day safeguarding operations and ensure timely responses to concerns.
- Provide guidance to staff on disclosures and reporting.

Identifying & Supporting Vulnerable Students

- Identify safeguarding and welfare needs of vulnerable students and families.
- Act as an early point of contact for parents, students, and staff.
- Provide mentoring and emotional support to students.
- Work with families to promote engagement and positive outcomes.



Multi-Agency Working

- Liaise with staff and external agencies to determine appropriate interventions, completing referrals when appropriate.
- Act as Lead Professional when required by Sandwell Children's Trust.
- Represent the school at multi-agency meetings and ensure effective information sharing.
- Build strong working relationships with safeguarding partners.

Case Management

- Under the supervision of the DSL manage a caseload of complex and high-risk safeguarding cases.
- Ensure risk assessments and safeguarding plans are in place and reviewed.
- To assist the DSL in monitoring intervention impact and adjust plans accordingly.
- Under the guidance of the DSL escalate concerns professionally when necessary.
- Maintain accurate, confidential, audit-ready safeguarding records.
- Ensure timely closure of CPOMS cases.

Safeguarding Administration & Compliance

- Ensure safeguarding information on the school website is accurate and up to date.
- Manage safeguarding file transfers for starters and leavers.
- Support new starters who are open to services.
- Contribute to audits, policy reviews, and compliance checks

Staff Support, Training & Culture

- Provide advice to staff on handling disclosures and recording concerns.
- Promote a strong safeguarding culture across the school.
- Contribute to staff updates and training.

Monitoring Trends & Early Intervention

- To support the DSL to identify safeguarding trends and coordinate interventions.
- To work with and support pastoral, SEN, behaviour, and attendance teams to identify emerging risks.
- To support early help processes and preventative work.



Professional Development

- Attend required safeguarding training and maintain up-to-date knowledge.
- Engage in ongoing professional development.

Other Duties

- The post holder must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for KCSIE 2026 or any update, Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities, and aptitudes.

Signed _____
(Safeguarding Manager)

Date _____

Signed _____
(Headteacher)

Date _____