

Job Title: Director of Safeguarding & Support

Responsible for: Supporting the Deputy Principal (W&P) in managing the student support, pastoral and safeguarding work of the College.

Responsible to: The Deputy Principal (Welfare & Progression)

Key Responsibilities:

1. Undertaking and maintaining training to DSL level and other specialised training as appropriate, and being a member of the College's safeguarding team.
2. Acting as the first responder, where possible, to cases of students in crisis or following critical incidents, implementing the College's Fitness to Study Policy and Return to Study Protocol in liaison with the Faculty DoCS and Study Support team.
3. Leading on a caseload of student safeguarding and/or pastoral cases, as directed by the DP (W&P) and in close liaison with the Faculty DoCS, liaising with parents, external agencies and other members of College staff as necessary.
4. Support the DoCS team in key pastoral and safeguarding processes including restarter enrolments, students requiring contracts on moving from level 2 to level 3 programmes, triaging incoming safeguarding information at the start of the year, and UCAS checking.
5. Manage the enrolment process for students with Fitness to Study requirements, including liaison with the Study Support department, meeting with students and parents/carers at the start of the Autumn Term and ensuring necessary evidence is received.
6. Recording and reporting safeguarding concerns internally and to external agencies in accordance with safeguarding legislation and College policy.
7. Participating in half termly meetings of the safeguarding team, taking responsibility for recording and reporting updates on student cases assigned to them.
8. Managing the IT Monitoring work of the College, including identifying concerning alerts on IT monitoring reports, following up urgent flags with students and passing information to relevant Line Managers and the Faculty Admin team for other follow up to be actioned as appropriate.
9. Ensuring that accurate and timely records are kept of IT monitoring reports received, alerts actioned and passed on for follow up, responses given where relevant and completion of follow up.
10. Supported by the DP (W&P), managing disciplinary cases according to the Disciplinary Policy, including conducting disciplinary meetings at Level 1, communications with parents, recording and reporting of cases.

11. Acting as Team Leader for the team of Senior Tutors and mentor for Senior Tutors new to the team including:
12. Ensuring quality and consistency of pastoral support and intervention for students in line with College policy.
13. Ensure consistency of Senior Tutor support for EHCP students including at Progress Review points, reporting on EHCP student progress to SMT/DoCS.
14. Ensuring consistency of line management and support for tutors
15. Ensuring efficient management of and feedback to DoCS/SMT on key pastoral processes including SPOT, tutorial visits, Tutor 1-2-1s, Tutor pods, attendance monitoring, preparation for meetings etc and reporting of relevant outcomes.
16. Facilitating effective communications to, within and from the Senior Tutor team including regular team meetings and liaison with other College staff for example Head of Tutorial Programme and Web Services.
17. Supporting consistency of record keeping across the Senior Tutor team.

Other:

18. Participating in weekly Students & Guidance and Pastoral Leadership Team meetings and other management meetings as appropriate
19. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
20. Prioritising the safeguarding of all students and participating in training on safeguarding matters
21. Undertaking such additional duties/responsibilities as may be reasonably directed by the Principal.
22. Undertaking additional cross-college responsibilities as required.
23. Undertaking teaching or tutoring commitment as required, up to a maximum of 3 sessions
24. Completing admissions interviews if required
25. Working collaboratively with the team of Directors of Curriculum & Support to ensure consistency and quality of provision across the College.

Notes:

The nature and grading of this post is such that the Director of Safeguarding & Support will be expected to work in College for an additional ten days over and above the normal 195 days for the College's teaching staff. Dates will be agreed in advance with SMT

June 2026

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Category	Essential	Desirable	Ascertained by
Qualifications	• Degree • Training to DSL level or commitment to undertake such training	• Higher degree	Application / interview
Experience	• Experience as Lead or Senior Tutor, DSL or such in a SFC or similar	• Management experience in a pastoral role	Application / interview
Additional Skills and Abilities	• Exceptional tutor with detailed understanding of pastoral issues and processes and commitment to excellence • Strong management and leadership skills and ability to operate at a significant leadership level • Decisive, confident and ability to take leadership and advise in a variety of contexts • Understanding of safeguarding of children and ability to work at a high level of responsibility in safeguarding cases • Excellent organisational skills • Excellent communication skills – written and verbal, and ability to liaise professionally with a wide variety of stakeholders including parents and external agencies • Adaptability and initiative		Application / interview / assessment

	• Ability and willingness to work flexibly as required and without direct supervision, identifying priorities and tasks requiring action • Ability to cope with high pressure situations and changing circumstances • Willing to take responsibility for decisions and liaise on such with a wide variety of stakeholders including external • Ability to prioritise to ensure speedy completion of urgent allocated tasks • Professional curiosity in matters of safeguarding • Ability to deal sensitively with complex matters • Commitment to ongoing professional development		
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Terms & Conditions

Management Range C