

CANDIDATE PACK

Safeguarding Manager



Start date:
ASAP

Location:
East Sussex Academy
(Alternative Provision)
Hastings, Newhaven
and Hailsham

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: Safeguarding Manager

Salary: H32 to H36 on the LSEAT Harmonised Pay scale

Contract Type: Term Time Only

Reporting To: Senior Leadership link DSL

About our vacancy

We are looking for an inspirational Teacher to join our schools in Hastings, Newhaven and Hailsham for pupils aged 11-16. As a Teacher at East Sussex Academy you will be ambitious, talented and passionate about improving lives through the power of learning.

You will join an inspirational and committed team taking on the challenge of leading East Sussex Academy on a journey of rapid improvement. This role welcomes Teachers from either a mainstream (primary or secondary) or specialist education background with exceptional teaching and learning skills, and a passion to provide the best education possible for all learners. We encourage innovation and different ways of doing things. We are research and evidence based, keen to draw on new pedagogies and cutting-edge technology to ensure we deliver the very best teaching and learning for our pupils.

This is a fantastic opportunity to truly and positively impact the lives of young people and their families, as well as being part of an award winning, collaborative and supportive Academy Trust offering excellent CPD, career progression (Academy and Trust wide), and a commitment to staff wellbeing. We are proud to be the new Alternative Provision provider in East Sussex for permanently excluded children and those at risk of permanent exclusion. East Sussex Academy joins London South East Academies Trust on an exciting journey of systemic improvement and transformation. Further conversations about the role are welcomed. We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.

We are the newly commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school or are at high risk of permanent exclusion.

Our school is based across three sites: this post is for our Hastings, Newhaven and Hailsham sites.

We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team.

We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.



Job Description

Main Purpose of the Job

To oversee and manage safeguarding practices, ensuring the protection and welfare of all students within the setting. The Safeguarding Manager will act as a key figure in promoting a safe and supportive environment for students, staff, and the wider school community. The Safeguarding Manager will act as Designated Safeguarding Lead (DSL) and work closely with the senior leadership team's link DSL.

Key Tasks

Safeguarding Leadership

- Act as the Designated Safeguarding Lead (DSL) to ensure adherence to all safeguarding policies and procedures.
- Lead and coordinate safeguarding activities across the setting to ensure that all children are protected from harm and have access to a safe environment.
- Ensure that safeguarding concerns and disclosures are appropriately reported, recorded, and followed up on in accordance with local safeguarding board protocols.

Policy Development and Compliance

- Review and update safeguarding policies regularly to ensure they align with current legislation and local safeguarding procedures.
- Provide training for staff on safeguarding procedures and ensure staff are aware of their responsibilities and reporting mechanisms.
- Monitor compliance with safeguarding policies across the school, including risk assessments and any other safety measures.



Case Management

- Manage and oversee complex safeguarding cases, including those involving child protection, neglect, and the emotional, physical, or sexual abuse of students.
- Liaise with external agencies, such as social services, the police and health professionals, to coordinate interventions for at-risk students.
- Provide support to staff in responding to safeguarding concerns and ensure any early interventions are implemented effectively.

Student Support

- Develop and implement individualised support plans for students identified as being at risk.
- Ensure that students with special safeguarding needs receive appropriate care and support from within and outside of the setting.
- Work with other relevant professionals (such as counsellors and mental health specialists) and East Sussex Academy (ESA) Alternative Provision Specialist Taskforce (APST) and ESA Outreach team to provide targeted interventions for students facing emotional and psychological challenges.

Training and Staff Development

- Deliver safeguarding training sessions to new and existing staff, ensuring they understand their safeguarding responsibilities.
- Keep abreast of developments in safeguarding practice and legislation to ensure ESA is always following best practices.
- Foster a safeguarding culture within the school, encouraging a proactive approach to student welfare.

Record-Keeping and Reporting

- Maintain accurate and up-to-date records of safeguarding concerns, actions taken, and outcomes.
- Prepare regular safeguarding reports for senior leadership and governors, highlighting any trends or areas of concern.
- Ensure that all case files are maintained securely and in line with confidentiality guidelines.

Parental and Community Engagement

- Build and maintain positive working relationships with parents and carers, involving them in safeguarding processes where appropriate.
- Work with the local community and external agencies to raise awareness of safeguarding issues and ensure students receive holistic support.

General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.
- STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.
- Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



LONDON
SOUTH EAST
ACADEMIES
TRUST

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Person specification

Qualifications and Experience	Essential	Desirable
A relevant safeguarding qualification (eg. Designated Safeguarding Lead training, Level 3 Safeguarding qualification).	√	
Proven experience in a safeguarding or child protection role, ideally within an education or youth services setting.	√	
Strong understanding of safeguarding legislation and child protection procedures.	√	
Experience working with vulnerable children and families, including those with complex needs.	√	
Excellent communication and interpersonal skills, with the ability to liaise effectively with children, staff, parents, and external agencies.	√	
Strong organisational skills and the ability to manage sensitive and confidential information.	√	
A teaching qualification or experience in an educational setting (particularly within a pupil referral unit or alternative provision).		√
Knowledge of mental health and well-being issues affecting young people.		√
Experience in staff training and development		√

Personal Attributes	Essential	Desirable
Empathetic and compassionate approach, with the ability to build trust and rapport with students and colleagues.	√	
High level of professionalism and integrity in handling sensitive information and situations.	√	
Ability to work under pressure and manage challenging situations	√	
Strong problem-solving skills and ability to work independently as well as part of a team.	√	
Commitment to promoting a safe, inclusive, and supportive learning environment.	√	

Working Conditions

- Full-time position.
- The role may require travel to meet with external agencies or attend meetings in the local community.
- Some evening or weekend work may be required in response to urgent safeguarding issues or events.

Safeguarding

- We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.

How to apply

If you wish to discover more about this exciting opportunity, please refer to the London South East Academies Trust vacancies where you can apply.

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