Wildridings Primary School and Nursery

Head of Safeguarding and Family Engagement - 1st February 2027

(1 Year fixed term contract)

Have you got a passion for making a difference to the lives of children and families, ensuring that every child feels safe, valued and supported to achieve their full potential? We are seeking an inspirational, compassionate and highly committed Head of Safeguarding and Family Engagement to join our nurturing primary school, where high expectations, strong relationships and a genuine commitment to every child sit at the heart of everything we do.

Our school values of teamwork, resilience, ambition, curiosity and kindness underpin our approach to learning, relationships and personal development. We are looking for an individual who shares these values and has the knowledge, expertise and determination to lead and develop our safeguarding and family engagement provision. This is an exciting opportunity for someone who is passionate about protecting children, championing their needs and working in partnership with families to overcome barriers and improve life chances.

The successful candidate will:

- Provide strong, strategic leadership of safeguarding, ensuring that the safety and well-being of every child remain paramount.
- Lead and develop effective safeguarding systems, ensuring that concerns are identified, responded to and managed with urgency, sensitivity and professionalism.
- Build positive, trusting relationships with families, offering guidance, support and challenge where necessary.
- Work collaboratively with staff, external agencies and wider professionals to secure the best possible outcomes for children and families.
- Champion inclusion and ensure that vulnerable children and those facing barriers to learning and well-being receive the support they need.
- Bring energy, resilience, compassion and a proactive approach to developing and strengthening our safeguarding and family engagement provision.

In return, Wildridings Primary School can offer you:

- A collaborative, vibrant and forward-thinking staff team who are committed to making a difference.
- Engaged, enthusiastic and respectful pupils who deserve the very best opportunities and support.
- Strong systems of support, professional development and opportunities to develop your leadership expertise.
- An opportunity to shape and further develop a vital area of school life, making a tangible difference to children and their families.
- A school environment where everyone is valued, relationships matter and staff are empowered to make a positive difference.

If you are ready to take on a rewarding and influential role where you can make a lasting difference to children's lives, strengthen relationships with families and help ensure that every child is safe, supported and able to thrive, we would love to hear from you. Why not come and take a look around our thriving two-form entry primary school in the heart of Bracknell?

Wildridings Primary School and Nursery

Safeguarding and Safer Recruitment

Wildridings Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, governors, contractors and anyone working on behalf of the school to share this commitment.

We operate robust safer recruitment procedures and undertake appropriate pre-employment checks in accordance with statutory requirements and safeguarding guidance. These checks will include verification of identity, right to work in the UK, qualifications and satisfactory employment references, together with any other checks required for the role.

The successful candidate will be required to undertake an **Enhanced Disclosure and Barring Service (DBS) check**, including a check of the Children's Barred List where the duties of the post make this applicable. Employment will be subject to the satisfactory completion of all required pre-employment and safeguarding checks.

Where the post is eligible for a higher level DBS check, it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 relating to the disclosure of spent convictions. Applicants will therefore be required to complete a criminal record self-declaration at the appropriate stage of the recruitment process. This will enable applicants to provide details of any relevant convictions, cautions, reprimands or warnings that they are legally required to disclose.

The school will assess any information disclosed fairly and objectively and in accordance with the relevant legislation and guidance. A criminal record will not automatically prevent an applicant from being appointed.

Equal Opportunities

Wildridings Primary School and Nursery is committed to equality, diversity and inclusion and to providing fair and equal opportunities throughout our recruitment and employment processes. We welcome applications from all suitably qualified candidates and will make recruitment and selection decisions based on the skills, experience, qualifications, abilities and suitability required for the role. We will not unlawfully discriminate against applicants or employees on the basis of any protected characteristic under the Equality Act 2010, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We are committed to ensuring that our recruitment processes are fair, transparent and accessible, and will make reasonable adjustments where appropriate to support applicants with a disability.

References

Applicants will be asked to provide details of **two referees** who can provide relevant and reliable information about their suitability for the post. Wherever possible, references will include the applicant's current employer or most recent employer and, where relevant, an employer with whom the applicant has previously worked with children.

References should be provided by someone with appropriate authority to comment on the applicant's employment and suitability for the role. References will not normally be accepted from relatives or from individuals providing a reference solely in a personal capacity.

In accordance with our safer recruitment procedures, references may be requested **before interview**. Applicants will be informed if references are to be sought at this stage and will have the opportunity to raise any concerns about contacting their current employer before a reference is requested. References will be scrutinised and any discrepancies, concerns or gaps in employment history identified during the recruitment process may be explored with the applicant.

Visits and Tours of the School

We encourage prospective applicants to visit the school before applying, where possible. This provides an opportunity to see our school, meet members of the team and ask any questions about the role.

To arrange a visit, please contact **Dawn Parker, School Business Manager**, at **bursar@wildridingsprimary.co.uk**.

Please note that a school visit is entirely optional and will not form part of the selection process.

How to apply

Please complete our online application form via the Jobs Go Public website.

Belong. Believe. Become.

Wildridings Primary School and Nursery

Deadline for applications Wednesday 9th December at 9.00am
Interviews being held w/c Monday 14th December.

Please note: We reserve the right to shortlist and interview candidates before the advertised closing date. The vacancy may be withdrawn early if a suitable candidate is appointed. Early applications are therefore encouraged.

Wildridings Primary School and Nursery

Head of Safeguarding and Family Engagement

Deadline for applications: Wednesday 9th December at 9.00am

Job Title: **Head of Safeguarding and Family Engagement**	Contract Type: **12 months fixed term contract**
School: **Wildridings Primary School**	Grade/Salary Range: BG-F SCP31-36 (FTE 0.867)
1st February start	Working Pattern: **37hrs/week between 8:00am to 4.30pm - 1hr lunch** **Term time plus Inset days**

JOB PURPOSE

Head of Safeguarding and Family Engagement is a key member of the Senior Leadership Team and has strategic responsibility for safeguarding, child protection, family engagement, online safety including filtering and monitoring, and Prevent across the school. This is a senior support staff leadership role and is not a teaching position. The postholder will contribute fully to the strategic leadership of the school, working closely with the Head Teacher, Deputy Head Teacher, support staff, governors and external agencies to ensure that safeguarding arrangements are effective and fully compliant with statutory requirements, including Keeping Children Safe in Education, Working Together to Safeguard Children and the Prevent Duty. The postholder will champion the welfare and safety of pupils, lead safeguarding practice, support vulnerable children and families, and promote a culture where safeguarding is everyone's responsibility. The postholder will be accountable for ensuring that safeguarding systems are effective, compliant and have a demonstrable impact on pupil safety, welfare and outcomes. They will provide assurance to the Head Teacher and Local Governing Board regarding the effectiveness of safeguarding arrangements, statutory compliance and safeguarding culture across the school. The postholder will lead a proactive approach to safeguarding, ensuring that concerns are identified early, appropriate interventions are implemented and vulnerable pupils receive timely and effective support.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the Headteacher and responsible for the attendance officer.

MAIN DUTIES AND RESPONSIBILITIES

Senior Leadership Responsibilities

As a member of the Senior Leadership Team, the postholder will:

- Contribute to the strategic leadership and continuous improvement of the school.
- Participate fully in Senior Leadership Team meetings and strategic planning activities.
- Lead designated priorities within the School Improvement Plan.
- Provide safeguarding expertise, challenge and support to leaders and staff.
- Contribute to school self-evaluation, monitoring and quality assurance processes.
- Support the school's preparedness for Ofsted inspections and external reviews.
- Promote and model the school's values, vision and ethos.
- Maintain a visible presence within the school community.
- Lead safeguarding developments in response to local and national priorities.
- Support the Head Teacher in securing the highest standards of safeguarding practice across the school.
- Strategic data analysis and reporting to demonstrate how safeguarding intelligence informs school improvement planning.

Designated Safeguarding Lead Responsibilities

The post holder will:

- Undertake the full responsibilities of the Designated Safeguarding Lead as defined within KCSIE.
- Take lead responsibility for safeguarding and child protection across the school.

- Maintain oversight of all safeguarding concerns, referrals, child protection plans and vulnerable children.
- Support staff in identifying concerns and making appropriate referrals.
- Act as the first point of contact for safeguarding matters.
- Liaise effectively with Children's Social Care, Early Help, Health, Police and other safeguarding partners.
- Ensure safeguarding records are maintained accurately, securely and confidentially.
- Lead safeguarding case management and decision-making.
- Lead safeguarding audits, monitoring activities and quality assurance processes to evaluate the effectiveness of safeguarding practice.
- Ensure safeguarding policies and procedures are compliant and regularly reviewed.
- Deliver safeguarding training, updates and awareness raising across the workforce.
- Support safer recruitment processes where appropriate.
- Produce safeguarding reports for the Head Teacher and Local Governing Board.
- Promote a strong safeguarding culture throughout the school.
- Provide professional supervision, support and quality assurance for Deputy DSLs to ensure consistency and effectiveness of safeguarding practice.
- Participate in professional safeguarding supervision and ensure reflective practice informs safeguarding decision making.
- Lead the Safeguarding Team:
  o Lead, coordinate and develop the work of Deputy Designated Safeguarding Leads.
  o Ensure sufficient safeguarding capacity is maintained across the school.
  o Coordinate DSL and Deputy DSL training and continuing professional development.
  o Implement appropriate systems of supervision, support and quality assurance for safeguarding staff.
  o Build leadership capacity within the safeguarding team to ensure resilience and continuity of safeguarding provision.

Child Protection and Multi-Agency Working

The post holder will:

- Lead and coordinate the school's response to child protection concerns.
- Attend and contribute to Child Protection Conferences, Child in Need Meetings, Team Around the Family meetings and Core Group meetings as required.
- Represent the school in multi-agency safeguarding discussions and strategy meetings.
- Ensure timely referrals are made to Children's Social Care, Early Help and other relevant agencies.
- Oversee the quality, timeliness and impact of safeguarding interventions.
- Maintain strategic oversight of safeguarding casework and ensure robust professional challenge where required.
- Ensure all safeguarding records are accurate, confidential, compliant and maintained to a high professional standard.

Safeguarding Systems and Compliance

The postholder will:

- Maintain strategic oversight of safeguarding recording and case management systems, including CPOMS or equivalent systems.
- Ensure safeguarding records are monitored regularly for quality, accuracy and compliance.
- Analyse safeguarding trends and patterns to inform school improvement priorities.
- Produce reports and safeguarding intelligence for senior leaders, governors and the Trust as required.
- Ensure all filtering, monitoring and online safety incidents are appropriately recorded, reviewed and escalated where necessary.

Family Engagement Responsibilities

The postholder will:

- Develop positive relationships between home and school.
- Lead strategies that improve parental engagement and participation.
- Provide support, advice and signposting to families where additional help is required.
- Coordinate meetings with parents, carers and external agencies.
- Facilitate early intervention and preventative support. Act as a key point of contact for vulnerable families.
- Support families in overcoming barriers affecting wellbeing, attendance, engagement and safeguarding.
- Lead family support initiatives that improve outcomes for pupils.

Online Safety Lead

The postholder will act as the school's strategic lead for Online Safety and will:

- Lead the development, implementation and evaluation of the school's Online Safety Strategy.
- Ensure online safety is embedded throughout the curriculum and wider safeguarding culture.
- Monitor and respond to emerging online safety risks and concerns.
- Coordinate responses to online safety incidents.
- Work with school leaders to ensure pupils are taught how to stay safe online.
- Ensure staff receive appropriate online safety training and updates.
- Deliver awareness sessions for pupils, parents, governors and staff.
- Monitor developments in technology and emerging risks affecting children and young people.
- Ensure online safety provision reflects current and emerging safeguarding risks, including:
  - o Child-on-child abuse
  - o Cyberbullying
  - o Online exploitation
  - o Grooming
  - o Radicalisation
  - o Harmful content
  - o Misinformation and disinformation
  - o Use of artificial intelligence
  - o Inappropriate content and online behaviours
- Provide termly reports to leaders and governors regarding online safety trends and concerns.

Filtering and Monitoring Lead

In accordance with KCSIE requirements, the postholder will act as the school's strategic operational lead for filtering and monitoring arrangements and will:

- Work with the Head Teacher, SLT and the governing board to ensure effective filtering and monitoring systems are in place.
- Regularly review the effectiveness of filtering and monitoring arrangements.
- Analyse filtering and monitoring reports and respond appropriately to alerts and concerns.
- Ensure concerns identified through monitoring systems are investigated and addressed promptly.
- Maintain oversight of safeguarding risks identified through digital systems and network activity.
- Ensure staff understand filtering and monitoring arrangements and their safeguarding responsibilities.
- Contribute to the school's annual review of filtering and monitoring effectiveness.
- Report emerging risks, trends and recommendations to senior leaders and governors.
- Support governors in fulfilling their statutory responsibilities regarding filtering and monitoring oversight.

Prevent Single Point of Contact (SPOC)

The postholder will act as the school's Prevent Single Point of Contact (SPOC) and will:

- Lead the implementation of the Prevent Duty across the school.
- Maintain up-to-date knowledge of local and national Prevent priorities.

- Ensure staff receive appropriate Prevent training and updates.
- Coordinate concerns and referrals relating to radicalisation and extremism.
- Support staff in recognising indicators of vulnerability to radicalisation.
- Liaise with Channel panels, the Local Authority and safeguarding partners where appropriate.
- Ensure Prevent responsibilities are effectively embedded within wider safeguarding arrangements.
- Maintain accurate and confidential Prevent records.
- Monitor and evaluate the effectiveness of Prevent procedures.
- Provide assurance and compliance reports to senior leaders and the governing board.

Attendance Oversight and Line Management

Whilst the Head Teacher retains strategic responsibility as the school's Attendance Lead, the postholder will provide operational line management of the Attendance Officer and oversight of attendance-related safeguarding concerns. The postholder will:

- Support the implementation of attendance improvement strategies.
- Monitor the safeguarding impact of attendance trends, persistent absence and severe absence. Ensure vulnerable pupils and families receive appropriate support and intervention.
- Referral to external agencies for attendance support
- Contribute to attendance panels, multi-agency planning and escalation processes where attendance is linked to safeguarding concerns.
- Work collaboratively with the Head Teacher to ensure attendance practice reflects statutory guidance and best practice.

Administrative SENCO Support

The postholder will provide administrative support to the SENCO in coordinating SEND provision and ensuring that relevant records, documentation and administrative processes are maintained accurately and in accordance with statutory requirements and school policies. Responsibilities will include:

- Support with the maintenance of accurate SEND records and databases, ensuring confidentiality and compliance with GDPR requirements.
- Make referrals to external agencies and maintain communication records.
- Support the preparation, distribution and filing of SEND documentation, including Individual Education Plans (IEPs), SEND Support Plans and Education, Health and Care (EHC) paperwork.
- Support the SENCO with data collection, analysis and reporting related to SEND provision and pupil progress.
- Support the SENCO in meeting the school's obligation under the SEND Code of Practice (2015), Equality Act 2010 and other relevant statutory guidance.
- Support with preparing documentation for inspections, audits and local authority reviews.
- Support with arranging meetings involving external agencies and professionals.
- Participate in professional development and training relevant to the role.
- Attend relevant meetings as required.

General Responsibilities

The postholder will:

- Maintain confidentiality at all times.
- Operate within school policies and procedures.
- Demonstrate a commitment to equality, diversity and inclusion.
- Promote positive behaviour and relationships. Uphold the school's values and ethos.
- Undertake any other duties commensurate with the grade and responsibility of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No direct budget responsibility
To maintain the highest level of confidentiality as the post holder receives sensitive information and documentation.
The post holder is responsible for ensuring the school child protection and health and safety policies are adhered to and concerns raised in accordance with these policies.

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Person Specification: Head of Safeguarding and Family Engagement

Qualifications & Training	Essential	Desirable
Degree or equivalent qualification in safeguarding, education, social care, family support, youth work or a related discipline.	x	
GCSE Grade 4/C or above in English and Mathematics (or equivalent).	x	
Relevant professional safeguarding training.	x	
Designated Safeguarding Lead training	x	
Evidence of ongoing professional development.	x	
Prevent Lead/SPOC training.		x
Safer Recruitment training.		x
Mental Health First Aid qualification.		x
Experience	**Essential**	**Desirable**
Significant experience of safeguarding children and young people.	x	
Experience of managing complex safeguarding concerns and referrals	x	
Experience of working effectively with vulnerable children and families.	x	
Experience of multi-agency working.	x	
Experience of maintaining detailed and confidential records.	x	
Experience of leading meetings and supporting parents and carers.	x	
Experience of supervising or managing staff	x	
Experience within a school or educational setting.	x	
Previous experience as a Deputy DSL or DSL.	x	
Experience of online safety leadership.		x
Experience of safeguarding audits and compliance monitoring.		x
Experience of acting as Prevent SPOC.		x
Experience of working as part of a Senior Leadership Team.		x
Knowledge and Understanding	**Essential**	**Desirable**
Excellent knowledge of KCSIE 2026 and safeguarding legislation.	x	
Thorough understanding of child protection procedures.	x	
Understanding of Working Together to Safeguard Children. Knowledge of contextual safeguarding and extra-familial harm.	x	
Knowledge of child-on-child abuse.	x	
Understanding of early help processes and multi-agency working.	x	
Knowledge of online safety risks and trends.	x	
Understanding of filtering and monitoring expectations.	x	
Knowledge of the Prevent Duty.	x	
Understanding of confidentiality, data protection and information sharing requirements.	x	
Knowledge of local safeguarding partnership arrangements.		x
Understanding of Ofsted safeguarding expectations.		x
Knowledge of trauma-informed practice.		x
Understanding of exploitation, county lines and serious violence.		x

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Skills and Abilities	Essential	Desirable
Ability to lead safeguarding practice strategically and operationally.	x	
Excellent communication and interpersonal skills.	x	
Ability to build positive relationships with pupils, staff and families.	x	
Strong organisational and case management skills.	x	
Ability to analyse information, assess risk and make sound decisions.	x	
Ability to challenge professionally where safeguarding concerns arise.	x	
Ability to lead training and professional development.	x	
Excellent ICT and record-keeping skills.	x	
Ability to manage competing priorities effectively.	x	
Ability to work calmly and effectively under pressure	x	
Leadership Competencies	**Essential**	**Desirable**
Operate confidently as a member of the Senior Leadership Team.		
Lead safeguarding across the school.		
Influence and improve practice.		
Promote a culture of vigilance and accountability.		
Hold staff to high professional standards.		
Contribute positively to school improvement.		
Lead with integrity, professionalism and resilience.		
Personal Qualities	**Essential**	**Desirable**
Passionate about safeguarding and child welfare.	x	
Child-centered in their decision making.	x	
Compassionate and approachable.	x	
Professional and trustworthy.	x	
Resilient and emotionally robust.	x	
Flexible and adaptable.	x	
Solution-focused and proactive.	x	
Committed to continuous professional development.	x	
Dedicated to securing the best possible outcomes for children and families.	x	