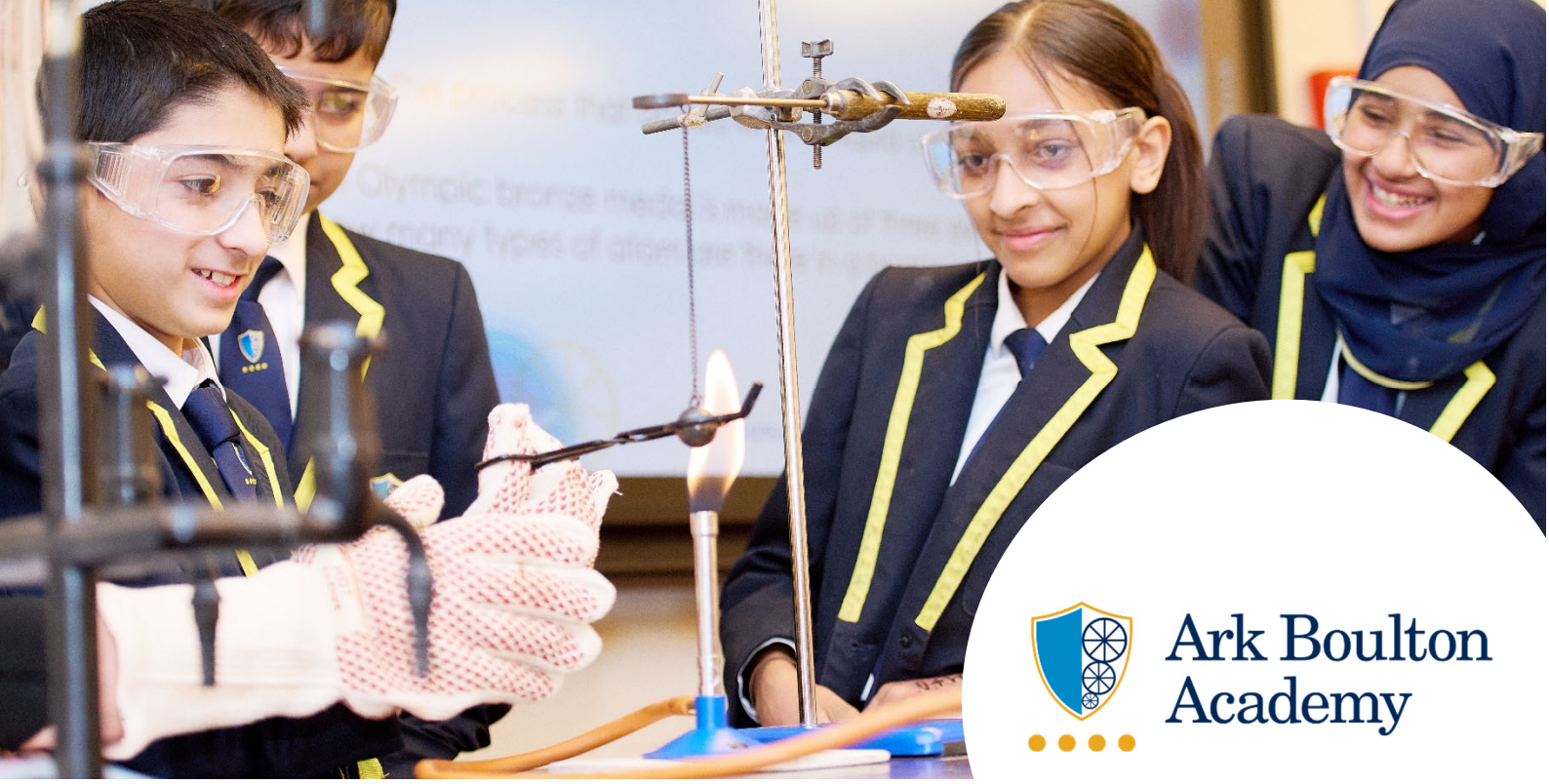

Ark Boulton Academy

Head of Safeguarding

Reporting to:	Assistant Principal - DSL
Start Date:	As soon as possible
Location:	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
Contract:	Permanent
Working Hours:	Full time
Salary:	Ark Support Band 10 £39,862-£47,181
Closing Date:	Monday 2nd November 2026 at 10am

Role

To direct and facilitate the development of safeguarding, mental health and child protection policies, training and procedures. You will assess and evaluate referrals and coordinate appropriate support for vulnerable students, parents and families. You will need to create strong working relationships with outside agencies to enable wrap around support for the student and parents/carers. You will lead under the direction of the Assistant Principal, to take the lead on the Safeguarding issues within the academy.

Key Responsibilities

You will work closely with the Senior Leadership team and Pastoral team to:

Safeguarding and Child Protection

- Line manage staff overseeing safeguarding and pastoral administration, family liaison and mental health provision
- Implement the academy's Safeguarding and Child Protection policies and procedures in line with national, statutory and Ark requirements.
- Monitor and review safeguarding procedures and policies to ensure they are updated and provide the best practice.
- Initiate and co-deliver regular training on all aspects of Safeguarding and Child Protection to all staff across the school, ensuring that staff are kept up to date on current procedures.
- Seek advice and guidance from ARK schools and Safeguarding Consultants and to ensure the school is fulfilling its role in safeguarding the young people in its care.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the appropriate procedures for children in need and significant harm.
- Taking the lead responsibility to coordinate the multi-agency approach as preventative measures and to address Child Protection issues.
- Track and monitor the delivery and impact support programmes to ensure they have maximum impact on enabling the child to be safe, happy and successful.
- Attend and participate in Child Protection Conferences and Planning and review meetings within and outside normal working hours.
- Prepare relevant reports for specific audiences.
- Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection.
- Regularly analyse safeguarding data to identify patterns, trends and emerging risks
- Maintain confidentiality at all times in line with Data Protection, Freedom of Information and Child Protection legislation and guidelines
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm
- Provide impartial information to parents about relevant local services available to parents, children and families
- Communicate regularly with parents and nurture good relations and effective dialogue between parents and teachers about children's progress.

Mental Health Care:

- Ensure that the School Mental Health Lead and Counsellors operate an effective caseload and referral process internally
- Ensure that the School Mental Health Lead and Counsellors make timely external referrals for additional support for students.
- Ensure that the effect of these interventions and support is tracked.

Leadership and Management

- Provide support and guidance to other staff to assist them in undertaking their own roles effectively
- To promote an atmosphere of continuing professional development and to share good practice with colleagues.
- To support the professional development of all staff, including Early Career Teachers and initial teacher training teachers.
- To identify the training needs of staff and organising/coordinating CPD to be delivered by other professionals.
- To monitor and evaluate the practice of your team regularly and ensure that appropriate support and CPD is implemented.

Other

- Undertake appropriate external training on Safeguarding and Child Protection and remain well informed of current procedures and best practice.
- Adhere to the academy policies as outlined in the staff handbook.
- Challenge behavior which breaches school policies and procedures and code of conduct
- Undertake any other duties as directed by line manager and/or the Principal.

Person Specification

- Enthusiasm for working in a challenging educational environment
- Helpful, positive, calm and caring nature
- Motivation, personal confidence, leadership and negotiation skills
- Demonstrates self-control and adaptability
- A good listener who can effectively build relationships with colleagues, pupils, parents and other third parties
- A high level of self-awareness and an aptitude for conflict resolution and for dealing with sensitive issues with integrity
- The confidence and good judgement to manage situations relating to the poor conduct/behavior of others towards a child
- Willing to challenge opinion, where necessary, and to drive the child protection agenda
- Maintains confidentiality and discretion at all times

Knowledge and Skills

- The post holder must be committed to the safeguarding and welfare of all pupils
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

Safeguarding statement:
Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this ***link.***