

# Director of Safeguarding

*This is a rarely available opportunity  
to join the Senior team at one of the  
UK's most distinctive day and boarding  
schools.*

*Required for August 2022*



**ROCHESTER**  
INDEPENDENT COLLEGE

## *About us*

RIC is Kent's fresh alternative to traditional independent education from Year 7 to Sixth Form. All teaching takes place in small, informal groups of mixed ability students. There's no uniform and everyone is on first name terms. We focus on the highest levels of academic achievement while retaining a creative buzz.

There are currently 345 students with 110 boarders and over 100 employees. 75% of students are British, 25% international. Students range from children aged 11 starting their secondary education to Thai government scholars on intensive one-year courses.

Results rival those of highly selective grammar and independent schools despite a non-selective intake. The College is in the top 2% of schools in England for value added progress at A level.

The Good Schools Guide said: "It's hard to imagine better provision for the artistically inclined. It's a place for individuals. The students are a strikingly nice bunch and there's a lovely air of tolerance and warmth."

"@rochesterindcol Had a wonderful evening speaking with parents and staff on Online Safety and Social Media /Gaming issues to prevent online exploitation, online safety is about behaving appropriately, awareness and education. Great school passionate about safeguarding." - Jonathan Taylor @Besafe\_Online

"The quality of the pupils' personal development is excellent. Pupils show high levels of self-understanding. They flourish as they become more confident because staff encourage them at all stages and provide very high levels of pastoral care." - Independent Schools inspectorate

We're part of the [Dukes Education](#) family.

## *RIC Aims*

RIC aims to give students an enjoyable and successful experience of school in a diverse, creative and international environment with small classes and high quality teaching and pastoral care. The focus is on examination success and preparation for university in a flexible, supportive and informal atmosphere. We encourage students to voice their opinions, to think critically, creatively and independently. We value academic and creative achievements equally. Our only entrance qualifications are an honest determination to work hard and behave well. We aim for students to leave us not only with good examination results but also with enthusiasm for the future and new confidence about themselves and their education. The college ethos is designed to foster respect, challenge prejudice and develop an imaginative and informed attitude. The college aims to play a role in the local community with a particular emphasis on the arts and the environment and to support the growth, welfare and professional development of its staff.

## *Overview of the Role*

Responsible for the strategic development of all aspects of safeguarding at Rochester Independent College as a member of the Senior Leadership Team

- Contributing to the development of the pastoral element and reporting to the Principal and the Vice Principals
- Overall responsibility for pastoral care and pupil welfare
- Oversight and implementation of mental health provision
- Oversight of the central folders relating to bullying, restraint, low level concerns and sexual harrassmemnt.
- Oversight of and involvement in e-safety
- Contributing to new student and staff induction
- Liaising with admissions team as required on welfare and safeguarding issues of prospective students
- Work in collaboration with the Principal, Vice Principals and Director of Compliance regarding matters of compliance and inspection
- Responsible for the drafting, implementation and review of College policies relevant to safeguarding
- Responsible for drafting reports for the Principal and the Governors and attending Governors meetings as required
- Maintain membership with the BSA, SACPA and any other relevant organisation related to pastoral and welfare
- Attend seminars, workshops, webinars and conferences to ensure the College remains briefed on pastoral and safeguarding developments
- Keep abreast of the current research, trends and issues relevant to pastoral care, mental health and wellbeing, and to be the lead in developing a response to these.
- Assist in ensuring that the behaviour of pupils are of a high standard
- Coordinate training programmes for all staff

### *Safeguarding and Compliance*

- Promote and safeguard the welfare of children and young people within the College
- Engagement in Safer Recruitment training
- Manage safeguarding issues, including the recording and monitoring of incidents on CPOMS, ORAH & iSAMS
- Have a confident knowledge of all matters relating to the ISSRs within the context of ISI and the NMS
- Have oversight of pastoral matters concerning any inspection
- Be the School's Designated Safeguarding Lead (DSL), leading a team of ADSLs
- Maintain close links with the nursing team and counselling services

The responsibilities for this role are stated in the job description for the DSL, as well as outlined in the whole school Safeguarding Policy and in Annex B of the statutory guidance, Keeping Children Safe In Education 2021, and include:

- Directing and managing the work of the safeguarding team
- Acting as a support to staff on safeguarding matters and keeping staff aware of child protection procedures
- Managing referrals: liaising promptly with children's social care, the LADO, the Police and other authorities as appropriate
- Establishing and maintaining effective links with the Local Safeguarding Partnership and the LADO
- Undergoing training in Child Protection (level 2 and level 3) every two years, and being able to put that training into practice
- Ensuring that all staff are fully aware of the safeguarding suite of policies and Part 1 of Keeping Children Safe in Education
- Ensuring that safeguarding training is included as part of the induction of members of new staff and that all staff have safeguarding and child protection training in line with the Local Safeguarding Partnership's requirements
- Communicate and consult with parents as required

### *Senior Leadership Team Position*

- Take a full and active part in SLT meetings
- Assist in the formulation, discussion and implementation of the development of the College
- Assist the Principal in identifying student and staff needs and other issues in College that require attention
- Carry out school-wide responsibilities as required by the Principal

### *Other Professional Responsibilities*

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.

### *Person Specification*

- Safeguarding trained at or above Level 3 with a minimum of two years DSL or Deputy DSL experience, preferably within a boarding environment
- In depth knowledge of relevant legislation, guidance, policy, procedures and good practice in respect of children and vulnerable adults
- Experience of working with governing bodies and external agencies on Safeguarding issues
- Proactive approach to CPD
- Willingness to engage in Mental Health First Aid training
- Experienced working with diverse student needs.

### *Terms & Conditions*

- Salary £42,000 - £48,000
- Start date August 2022
- Seven weeks holiday per year
- As a senior member of staff you will be expected to work a minimum of 40 hours per week with normal office hours being based around 8.00 am and 6.00 pm, Monday to Friday, including an hour for lunch
- You will be required to attend events/meetings and deal with safeguarding issues outside of your normal working hours during weekday evenings and occasionally weekends.

RIC is a great place to work and we occupy a unique site of lovely listed buildings linked by award winning wildlife gardens. We're 37 minutes from London St Pancras by high speed train. It's an unstuffy, lively environment, closer in feel to a university campus than a traditional private school. Many of our employees have been former students of the College. All staff have private medical care after one year of service and income protection insurance after two. We invest in our staff and offer a range of professional development opportunities including the Dukes Education Leadership In Education Programmes. Plus there's a complimentary school lunch.

Take our virtual tour [here](#).

Contact: Alistair Brownlow, Principal at [alistair.brownlow@rochester-college.org.uk](mailto:alistair.brownlow@rochester-college.org.uk) or email a completed application form to [recruitment@rochester-college.org.uk](mailto:recruitment@rochester-college.org.uk). We are not able to accept CVs but a dynamic covering letter is always welcome.

### *Safer Recruitment*

RIC is committed to safeguarding and promoting the welfare of children and applicants will undergo appropriate safeguarding screening, including checks with past employers and the Disclosure and Barring Service.