



## HEAD OF SAFEGUARDING

### Information for Candidates

Required for either April or September 2026



The closing date for applications: Monday 9 February, 9.00am

Interviews will take place during week commencing Monday 23 February.

Should we appoint during that time, we reserve the right to close the position early.



# LAMBROOK

## CANDIDATE SEARCH

This is a new position and one that reflects the ever-developing significance of safeguarding and demands placed on the school to be supporting children, parents and staff in a rapidly changing social landscape while at the same time ensuring that the school is demonstrating compliance and best practice.

We are looking to appoint an outstanding and inspirational individual to join our Senior Leadership Team as Head of Safeguarding. Experience for such a role will include management of a significant department for several year groups and a strong understanding of the pressures and expectations of a school of this size. The successful candidate will be passionate about outstanding pastoral care and will have an excellent understanding of child protection and safeguarding practice. The successful candidate will share the responsibility for the welfare of all the children in the school and the oversight of our pastoral provision. Working under the direction of the Deputy Head (Pastoral) they will be the lead figure in the safeguarding and child protection provision. Their discretion and integrity will be crucial, and they will be able to lead by example, committed to maintaining the ethos of Lambrook for the staff and children.

As a key member of the Senior Leadership Team, the Head of Safeguarding is expected to be fully conversant with all national and school policies and to play his/her part in promoting good conduct amongst pupils and staff, both within departments and throughout the school. SLT members are expected to play a full part in the life of the school by being involved with sport or other activities, and supporting school events such as concerts, plays and fixtures.

Lambrook offers lessons on Saturdays to pupils from Years 5-8, and the successful candidate would be expected to attend Saturday morning school. A half-day will be allocated during the week to compensate for this time.





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## Key Responsibilities:

This role will be responsible for:

- Taking responsibility for the safety and wellbeing of all pupils as the Designated Safeguarding Lead.
- As Designated Safeguarding Lead, managing child protection, safeguarding, welfare and safety issues, including external referrals and liaising with relevant agencies.
- Ensuring safeguarding training for new and existing staff is delivered and up to date.
- Working with the Deputy Head (Pastoral), they will manage incoming and outgoing transfer of pupils records.
- Leading Online Safety throughout the school—including training, induction and parent workshops.
- Being actively involved in relevant Governor sub-committees, reporting back to the Headmaster and Governing Board on key areas of responsibility.
- Working closely with the Safeguarding Governor to ensure the school has robust policies, effective systems and compliance with law (i.e. Keeping Children Safe in Education, and Working Together to Safeguard Children), monitoring welfare and championing a whole school approach to safety.
- Being proactive in upskilling the community (parents, pupils and staff) on any topics that are relevant to Lambrook pupils. This includes assemblies, parent workshops and newsletters.
- Sharing the role of school Attendance Champion.
- Ensuring all staff training and policies are in place in relation to safeguarding.
- Holding up to date knowledge of developments in safeguarding and safeguarding legislation including KICSIE, Prevent etc.
- Providing professional advice and support and the identification of training needs.
- Attending local safeguarding network meetings, Independent Schools DSL Meetings, and Bracknell Forest DSL Network Meetings.
- Carrying the responsibility for the management and implementation of the school's Safeguarding Platform including ongoing staff training (CPOMS).
- Ensuring that all staff and pupils are aware of the relevant Codes of Conduct and Lambrook Behaviour Policy.
- Leading by example as a teacher and as a manager, ensuring and achieving high standards of pupil behaviour, discipline and motivation, presentation and pride in the school.
- Supporting staff in the development and implementation of behavioural management and initiatives.
- Preparing the school for the safeguarding and associated pastoral elements of Inspection.
- Taking an active role in the school appraisal system, as an appraiser.
- Sharing in the responsibilities of the wider school and undertaking any other duties that may be reasonably assigned by the Headmaster.



## Professional Standards

The successful candidate will be expected to:

- Uphold the ethos and expectations of the school community.
- Treat all members of the school community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to the pupils in terms of appropriate dress, punctuality and attendance.
- Demonstrate excellent mediation skills when working with parents, pupils and staff.
- Participate fully in the school's extracurricular programme.
- Take responsibility for personal professional development within the school's CPD programme.
- Attend all departmental and staff meetings as required.
- Attend Parents' Evenings.
- Contribute fully to the SEF and the School Development Plan.

## Professional Specification

The successful candidate is likely to have the following qualifications and experience:

- Good honours degree
- Successful leadership of an academic or pastoral department for a minimum of three years.
- An understanding of, and commitment to, the nature of boarding school life.
- Evidence of commitment to their professional development.
- Evidence of specific expertise (well beyond the norm) in all areas of child protection, safeguarding and wider pupil welfare.
- Evidence of ICT confidence.

## Character Specification

- A natural and confident leader.
- Excellent planning, administration, prioritisation and time management skills.
- The ability to work to deadlines, remaining calm under pressure.
- First class written, oral and presentational skills.
- A confident and outgoing personality who will be able to maintain the support of the Common Room, parents and pupils.
- The self-confidence to lead public gatherings of pupils, parents, staff and other visitors to the school.
- Courageous decision maker and solution finder.
- Commitment to school improvement.
- Be observant, have an eye for details, spot problems and develop generic solutions.
- Integrity and strong moral values.
- A good team player and someone with a desire to lead by example.





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The School has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

## THE APPLICATION AND EMPLOYMENT PROCESS

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via [HR@lambrookschool.co.uk](mailto:HR@lambrookschool.co.uk).
- Applications will only be accepted from candidates completing the School's Application Form in full.
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### **Any offer to a successful candidate will be conditional upon:**

- Verification of identity, qualifications and confirmation of right to work in the UK.
- A minimum of two references.
- **A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.**
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, were appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Children's Safeguarding Operation Unit.

