



Kimbolton School

C A M B R I D G E S H I R E



APPLICATION PACK

Designated Safeguarding Lead

Required from April 2024 (or sooner)

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Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Designated Safeguarding Lead (non-teaching)

Required from April 2024 (or sooner)

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

Kimbolton School is seeking to appoint an experienced, committed and enthusiastic candidate for April 2024 (or before) in the new, non-teaching role of Designated Safeguarding Lead. The role has been created to give specific and singular focus to building a robust safeguarding culture across the whole school. The successful candidate will lead and support a well-established, committed safeguarding team, whose members include teaching and non-teaching staff and senior leaders. These team members share their safeguarding responsibilities with other duties at school.

The successful candidate will take lead responsibility for safeguarding and child protection across both Prep and Senior schools (including online safety). They will be a collaborative colleague, a committed practitioner, and be fully supportive of the holistic ethos and strategic vision of our successful day and boarding school and its wider community. They will confidently ensure the school provides up-to-

date, relevant advice, training and support to enable the Kimbolton School community to have the knowledge and understanding of all the safeguarding policies and practices they must adhere to. They will be a member of the Whole School Leadership Team and will be pivotal in providing advice, liaising with external agencies, and ensuring compliance. This is an exciting opportunity to contribute to the success and growth of the nurturing and safe learning environment within Kimbolton School.

We actively encourage applications from experienced safeguarding professionals from outside the education sector as much as from those who have worked within schools.

Duties and Responsibilities

1. Lead on all aspects of school safeguarding.
2. Actively promote a culture of safeguarding across the whole school community.
3. Assure the quality of whole-school safeguarding practices and procedures.
4. Form a key part of the integrated pastoral network of support for pupils together with members of the Senior Leadership Team (SLT), Housemasters and Mistresses, Tutors, Form Teachers, the Health Centre Nurses and Counsellors, the Mental Health Lead, Wellbeing Team and Academic Support staff.
5. Provide expert support and advice to the safeguarding team, working closely and collaboratively with pastoral staff.
6. Alongside other members of the safeguarding and pastoral team, support pupils and families on a one-to-one basis.
7. Triage Child Protection Online Management System (CPOMS) incidents on a daily basis overseeing distribution of caseload to safeguarding team.
8. To lead on the management of the most vulnerable pupils.
9. Make and manage pupil referrals and support staff making referrals.
10. Work closely with the Mental Health Lead to provide swift and robust mental health support to children in need.
11. Work with external agencies to support pupils and attend case conferences, multi-disciplinary team meetings, external reviews and any other meetings to support the safeguarding of a Kimbolton pupil.
12. To be the school's domestic abuse and Prevent lead.
13. Refer cases to the Channel programme where there is a radicalisation concern and support staff who make referrals.
14. Inform the Headmaster of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an adult present.
15. Liaise with the Local Authority Designated Officer (LADO) for child protection concerns which concern a member of staff.
16. Oversee and triage the anonymous pupil safeguarding referral app.
17. Liaise with the school office on attendance data to identify potential safeguarding concerns and oversee follow up action of pastoral team.
18. Facilitate/carry out home visits to verify children are "safe and well" for those missing education (CME), and to be involved in ensuring ongoing support of such children.
19. Liaise with the Personal, Social, Health and Economic (PSHE) Co-ordinator to ensure the PSHE programme covers all matters of current interest and relevance.

20. Evaluate, develop and deliver a clear safeguarding strategy for the whole school alongside the Assistant Head (Pastoral and Safeguarding) and the Prep Senior Deputy Head.
21. Meet with the nominated Safeguarding Governor every half term.
22. Establish and provide supervision for colleagues.
23. Run regular safeguarding meetings, taking and distributing minutes. Including a weekly meeting with health centre staff.
24. Liaise with the Health Centre Manager and counsellors.
25. Have an understanding of the unique risks associated with online safety and work supportively with our Online Safety Lead.
26. Be part of the Whole School Leadership Team and attend all meetings.

Safeguarding Compliance, Policies and Implementation

1. Oversee an annual audit of safeguarding provision with the Cambridgeshire and Peterborough Education Safeguarding Team.
2. Update and be responsible for safeguarding policies and procedures, ensuring they are compliant with Keeping Children Safe in Education (KCSIE).
3. Ensure that all school staff are aware of and, with SLT, adhere to the safeguarding policies and procedures.
4. Ensure that the school's practices are compliant with the Independent Schools Inspectorate (ISI) regulations.
5. Have regular contact with our safeguarding Governors and, alongside the Clerk to the Governing Body, ensure that governor safeguarding training is up to date.

Training and Education

1. Work closely with HR on the delivery of safeguarding training to new staff.
2. Deliver regular internal safeguarding training to whole school staff body to ensure they are up to date with the latest safeguarding practices and procedures. To include collaborating with HR on the delivery of bespoke training for staff in different roles such as visiting music teachers, cleaners, pool staff.
3. Provide ongoing advice and support to staff regarding the identification and reporting of safeguarding concerns.
4. Provide specific staff training as required following a serious case review.
5. Arrange external training for safeguarding team.
6. Work collaboratively with the HR Manager to ensure safer recruitment procedures as well as assisting in providing information needed for the Single Central Record (SCR) and training records.
7. Collaborate with the Assistant Head (Pastoral) and the Head of PSHE to organize and deliver training sessions and workshops to staff and parents.
8. Undertake personal training and supervision to gain the knowledge and skills required to carry out the role effectively and in line with KCSIE.

Record-keeping and Documentation

1. Keep detailed, accurate, secure written records of concerns and referrals using CPOMS.
2. Ensure confidentiality and sensitivity when handling safeguarding information, adhering to data protection policies and procedures.

3. Create termly analysis of data using CPOMS in order to monitor and review safeguarding records to identify patterns, trends and areas for improvement. To respond accordingly.
4. Produce and deliver a termly safeguarding report for Governors.
5. Work closely with the Registrar to ensure the prompt and secure transfer of safeguarding files to a child's new educational setting, or from a child's previous educational setting, as well as filing receipts and processing the information.

Safeguarding Awareness

1. To work closely with the Cambridgeshire and Peterborough Education Safeguarding Team.
2. Oversee the production and dissemination of the staff and parent safeguarding newsletters.
3. Engage with current affairs, research and outside agencies to continually enhance and improve the safeguarding provision for every Kimbolton pupil.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • DSL trained at minimum level 3 • Evidence of relevant on-going professional development 	
Skills and Experience	<ul style="list-style-type: none"> • Strong understanding of safeguarding principles and practices. • Expert knowledge and understanding of appropriate current relevant legislation, policy and guidance documents. • Ability to develop and deliver training related to safeguarding and child protection. 	<ul style="list-style-type: none"> • Previous experience working in a school or educational environment. • Knowledge of CPOMS.
Personal Qualities	<ul style="list-style-type: none"> • Able to manage difficult situations in a professional and sensitive manner which demonstrates support and mutual respect. • A positive mindset focussed on solutions • Highly effective organisational skills with the ability to meet deadlines. • Excellent interpersonal and communication skills. • Ability to build positive working relationships with colleagues and provide support through coaching. • Ability to write clear concise reports and policy documents. • Ability to work effectively as part of a team, including working alongside external agencies and families. • Demonstrate enthusiasm for the role and maintain professional resilience. 	

Terms and Conditions

Reporting to:	Assistant Head (Pastoral and Safeguarding)
Accountable to:	Headmaster
Hours of Work:	37.5 hours per week, term time plus (34 weeks plus 6 weeks)
Remuneration:	Salary scale points 052 – 054 (FTE £40,328 to £42,091 per annum) Dependent upon qualifications, skills, and experience
Probationary Period:	6 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00am Friday 2nd February 2024

First Interviews will take place during the week commencing Monday 5th February 2024.

Second interviews will take place during the week commencing Monday 12th February 2024.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies