



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Director of Safeguarding

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which

they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the School

Ibstock Place School is an independent co-educational day school affiliated to HMC, the Head's Conference and to IAPS, the Independent Association of Prep Schools. We occupy a beautiful and well-appointed ten-acre site on the edge of Richmond Park in South-West London.



Established in 1894, we have championed the merits of co-education since our foundation. The School was originally created to showcase the ideas of a progressive German educationalist, Friedrich Froebel and, early on, it specialised in Early Years education. Indeed, it was Froebel who coined the term Kindergarten. While EYFS provision remains an important part of our provision, we have grown considerably since 1894 and we now provide an integrated pathway for our pupils all of the way from 4 to 18 years. We are heavily oversubscribed, and we currently educate around 1100 young people. We have major points of entry at 4+, 7+, 11+ and 16+ and a thriving Sixth Form of around 200 pupils. Our catchment area is steadily growing and our pupils join us from a wide range of both maintained and independent schools.



Academically, the School is strong and we routinely appear in the upper reaches of newspaper league tables, both for GCSE and A Level outcomes. About 80% of our pupils move on every year to Russell Group universities, including Oxford and Cambridge. There is also growing interest in higher education pathways outside of the UK, including those in North America.

Our curriculum is broad and balanced. We seek a unique synthesis of learning which combines the best traditions of a liberal and humane education with an outlook which is forward-looking and dynamic. We have invested heavily in new technology in recent years and we seek to be at the forefront of educational change.



About the School

We recognise that AI will re-shape the landscape of schools in the decades to come and we are taking steps to ensure that we are well-placed to benefit from it. We understand too the importance of a strong co-curricular offer – from our inception, we have been convinced of the virtues of a “whole education”. Our pupils can access over 140 different clubs and activities and we have exemplary provision in sport, music, drama, dance and debating. In the Senior School, the Duke of Edinburgh Award Scheme is notable for its strength and quality of provision. We expect all teaching staff to make a meaningful contribution to it.

Our pastoral system is exceptionally well-developed and responsive to the individual needs of our pupils. The work of our pastoral teams is supplemented with a class-leading pupil counselling service which we run in collaboration with The Soke, a specialist mental health and wellbeing provider based in South Kensington.



We are committed to the integration of pupil voice in the life of the School and our prevailing organisational culture prioritises the importance of listening, just as it does the celebration of our diversity and the affirmation of our pupils’ achievements. The same extends to our other stakeholders – our parents and, of course, our staff.



As a charity, we work hard to ensure public benefit. In addition to a generous and expanding programme of bursaries to support pupils for whom an independent school education would ordinarily be out of reach, we sustain a burgeoning partnership programme with many local state schools and community organisations. In addition to the frequent sharing of our facilities, we undertake a wide variety of projects across all aspects of our operation which ensure that in Roehampton and beyond, we are a force for good. For more details of our work, see www.schoolstogether.org and search for Ibstock Place.

We are ambitious for our future. We have grown considerably in recent years – in size most certainly, but also in terms of our profile and our achievement. Our ambition is to build yet further upon this recent success and to become the leading co-educational independent day school in London.

About the Role



The Director of Safeguarding (Designated Safeguarding Lead) reports to the Head through the Deputy Head (Pastoral) in the Senior School and the Co-Heads in the Prep School. S/he is responsible for all aspects of safeguarding across the School and for the creation and sustaining of an appropriate and vigilant safeguarding culture throughout the organisation. S/he will work closely with a variety of external agencies and with many senior colleagues, including the Heads of Lower School/Middle School and Sixth Form, the Heads of House, the Deputy Head (School Improvement and Standards), the Director of Wellbeing, the HR Manager, the Bursar, the Director of Digital and others.

The Director of Safeguarding will assume to role of DSL to the Pre-Prep, Prep and Senior School. The Director of Safeguarding is a member of the Senior Management Team and holds a full-time, non-teaching position. The vast majority of his/her work will be completed during term time but on occasion, there will be a need for some work to be undertaken during school holidays, as circumstances dictate.

The post holder must promote a positive culture of safeguarding at Ibstock Place School in which procedures, routines and rules in relation to safeguarding are understood and observed by both pupils and staff. Further to this the post holder must encourage a culture of listening to pupils amongst all staff, ensuring that voices are heard, that concerns of vulnerable pupils are being taken seriously and that they are supported and kept safe.

Responsibilities

Supporting Students

- Take lead responsibility, alongside the Head and relevant strategic leads, for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on student attendance, engagement, and achievement;
- Identify, understand, and respond to specific needs and specific harms that can put students at risk and the process, procedures, and responsibilities of other agencies so that referrals can be made in a relevant and timely manner.
- Advise and act on suspicions or concerns where a child is thought to be vulnerable or is at potential risk of harm and ensure the necessary support is put in place for that child

Managing referrals

Take lead responsibility for:

- Referring all cases of suspected abuse and child protection concerns to appropriate external agencies and supporting other staff who make referrals to the local authority children's social care.
- Ensuring that the School liaises effectively with other professionals and relevant agencies to ensure the School contributes to inter-agency working in line with Working Together to Safeguard Children (December 2023)



- Referring cases to the Channel programme where there is a radicalisation concern as required and supporting other staff who make referrals to the Channel panel;
- Making referrals to the police where a crime may have been committed which involves a child and ensuring that referrals are made to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child;
- Reporting, recording and monitoring issues surrounding harmful sexual behaviours and child on child abuse and managing responses to these scenarios
- Liaising with the appropriate senior staff to ensure student online safety, including reviewing the filtering and monitoring systems and ensuring alerts are processed are checked in a time sensitive manner.
- Carrying out an annual review of the schools approach to online safety, supported by an annual risk assessment that considers and reflects the risks facing Ibstock pupils.

Responsibilities

Preventing radicalisation

In accordance with the Channel Duty Guidance: Protecting people susceptible to radicalisation (Prevent Duty) the Director of Safeguarding has the following responsibilities:

- Act as the first point of contact for parents, students, teaching and support staff and external agencies in all matters relating to the Prevent Duty and co-ordinating Prevent Duty procedures in the school;
- Undergo appropriate training on the Prevent Duty and on the Channel programme;
- Assess the training needs of all school staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers, and keeping records of such training;
- Monitor the keeping, confidentiality and storage of records in relation to the Prevent Duty; and liaising with local Prevent co-ordinators, the police and local authorities and through existing multi-agency forums, including referrals to the Channel Police Practitioner and / or the police where indicated.



Working with others

- Act as a point of contact with safeguarding partners, developing positive relationships and attending Team Around the Child meetings, core meetings, initial child protection conferences and other multi-disciplinary or statutory child protection conferences, meetings or reviews as required;
- Manage safeguarding referrals and caseloads, working with the case manager and/or LADO (for concerns that involve staff), internal safeguarding and wellbeing teams, including IT and the SEND team where relevant, ensuring that the Head is kept informed at all times especially under Section 47 of the Children's Act 1989;

Responsibilities



- Build and maintain relationships and liaise with external agencies, including the Police, Local Authorities, CAMHS.
- Play a key role in weekly meetings that pertain to the welfare of pupils alongside. These include liaising with colleagues including the Deputy Head (Pastoral), Heads of Section, The School Nurse and School Counselling Team.
- Liaise with the Director of Digital and the Teacher i/c Digital Resilience to promote understanding of online challenges and support students in staying safe online, including the maintenance and development of the School's provision for monitoring and filtering
- Work closely with the governors who have oversight for child protection in the school, informing them of safeguarding issues and cases, as well as trends and patterns, assisting them in the completion of the annual safeguarding audit and through regular termly reports ;

- Act as a source of support, advice and expertise to all staff on safeguarding matters, ensuring that policies, procedures, routines and rules in relation to safeguarding are understood and followed by pupils and staff
- Guide and support key members of the pastoral team in the management of safeguarding incidents, liaising with parents and external agencies as appropriate
- Work with the Director of Partnerships to ensure that pupils who contribute to the School's Partnerships Programme are appropriately safeguarded in their work
- Ensure all safeguarding information, data and documentation is recorded appropriately, stored safely and shared appropriately in line with legal and regulatory requirements.
- Ensure the secure transfer of child protection files to pupils' new schools
- Support safer recruitment through interviewing and termly checks of the School's SCR



Responsibilities



- Liase with the Deputy Head (Pastoral) and the Attendance and Safeguarding Officer on attendance data, to identify safeguarding or other issues that may impact upon pupils' wellbeing or achievement.
- Having daily oversight of MyConcern (the School's cloud based system for recording safeguarding and pastoral concerns) leading on the case management of the most vulnerable pupils and distributing caseload to other members of the safeguarding team.
- To ensure that the Child Protection Policy and other related policies are reviewed annually, if not more frequently, and that they have been read and understood by all members of staff, and that an up-to-date policy is available on the School's outward facing website
- To ensure that all staff and Governors receive annual safeguarding training and more frequent updates as required, including through the administration of The Big Five and to contribute fulsomely to the School's onward programme of Continuous Professional Development throughout the year
- To contribute to the induction of new staff and that their induction fulfils the responsibilities of the School with respect to safeguarding

Person Specification

Qualifications	
A good degree from a recognised university	Desirable
Further qualifications in an area related to this post	Desirable
Experience, Knowledge and Understanding	
Experience of working with senior management in a school context	Desirable
Relevant experience in a senior safeguarding role, ideally within the education or a public sector environment (e.g. police, NHS, LADO, ESAT)	Essential
Expert working knowledge of school safeguarding and related practices	Essential
Up-to-date knowledge of relevant safeguarding regulatory guidance related to schools	Essential
Evidence of continued professional development	Essential
Experience of training others to DDSL level or in extended safeguarding matters	Essential
Experience of creating and implementing policies at an organisational level	Essential
Experience of leading strategic initiatives across a whole school or relevant organisation	Desirable

Person Specification

Skills	
The ability to communicate confidently with colleagues at all levels across the school, including governors	Essential
High level of professionalism, diplomacy, discretion and the ability to maintain confidentiality	Essential
Logical and methodical approach with a high level of accuracy	Essential
Strong organisation and time management skills	Essential
Ability to communicate effectively with a wide range of audiences, in writing and verbally	Essential
Ability to manage and motivate staff	Essential
Excellent interpersonal and relationship-building skills	Essential
Excellent attention to detail and ability to spot anomalies within data	Essential
The ability to anticipate needs, pre-empt problems and offer solutions	Essential
The ability to work on their own initiative	Essential
The ability to prioritise effectively, multi-task and work to deadlines	Essential
Strong IT skills	Essential

Person Specification

Personal attributes	
Commitment to safeguarding children and young people	Essential
Calm, approachable and professional manner	Essential
Self-motivated and able to work under pressure	Essential
Ability to inspire confidence in a wide range of stakeholders	Essential
Ability to work autonomously and as part of a busy team	Essential
Resilient with a 'can do' attitude	Essential
Willingness to express an independent viewpoint within a team environment	Essential
Willingness to commit to the School's aims and values, and to be involved in its full spectrum of operation	Essential
Commitment to equality, diversity and inclusion	Essential

Staff Benefits



Our aims and ethos

At the heart of our educational philosophy are five core values, which guide every aspect of our School community. These serve as the bedrock of our culture, shaping the attitudes, behaviours and aspirations of pupils, staff and parents alike.

A joyful, nurturing culture

Ambition to achieve

Rooted in kindness

An inspiring place to flourish

Feet on the ground, eyes on the future

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

The Application Process



How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2023, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.

Ibstock Place School



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Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991

www.ibstockplaceschool.co.uk

- An inspiring place to flourish**
- | | | | | | |
|----|------------------|----|-----------------------|----|------------------------|
| 1 | Dance Studio | 15 | Rose Garden | 22 | Climbing Wall |
| 2 | MacLeod House | 16 | The Innovation Centre | 23 | School of Art & Design |
| 3 | Priory Wing | 17 | The Refectory | 24 | Multi Use Games Area |
| 4 | Theatre | 18 | Terrace | 25 | Forest School |
| 5 | Wellbeing Centre | 19 | Main House | 26 | School of Music |
| 6 | Drama Studio | 20 | Footbridge | 27 | Sports Pitches |
| 7 | Armadiolas | 21 | Sports Hall | | |
| 8 | Clarence Wing | | | | |
| 9 | Bicycle park | | | | |
| 10 | Orchard | | | | |
| 11 | Priestman House | | | | |
| 12 | Roberts House | | | | |
| 13 | Swimming Pool | | | | |
| 14 | Hardcourt | | | | |



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