



Director of Safeguarding and Intervention Application Pack

Learning together for success and progression



**Godalming
College**

February 2025

Dear Applicant

Thank you for your interest in Godalming College and in the post of Director of Safeguarding and Intervention to start 26th August 2025, or earlier if possible (a June 2025 start would be welcomed).

This is an exciting opportunity to join a popular and successful College, which has a very strong reputation for the quality of its provision for its students as well as a strong culture of learning.

The safeguarding and support of our students is our number one priority and underpins all that we do. In order to further develop our already excellent provision, we have decided to add another Director of Safeguarding and Intervention post to work alongside the existing postholder and facilitate a specific year group focus to our pastoral work. Recognising that inevitably students perform best when supported and safe, the successful candidate will work in partnership to lead the pastoral team to ensure timely interventions are undertaken to address welfare issues and academic performance thereby enabling students to achieve their full potential. They will also work closely with the Upper Management Team to ensure that students have every opportunity to benefit from the supportive, informative and coordinated approach to student support.

The successful candidate will be able to demonstrate wide-ranging and high level interpersonal skills with excellent management and leadership qualities. Applications are invited from outstanding teaching professionals who possess the necessary vision, leadership and drive to further enhance our already outstanding student support provision.

All applications must be made on the College's application form (no CVs will be considered). Your application should be accompanied by a covering letter of no more than 2 sides of A4 outlining how your experiences, skills and qualities demonstrate your ability to fulfil the job description and meet the person specification.

The application pack comprises of:

- Letter from the Principal
- Introduction to the College
- Job Description, Person Specification and Terms & Conditions
- Benefits
- Line Management Structure
- Godalming College Strategic Plan 22 – 25 – can be found [here](#).

Applications should be returned by post to HR, Godalming College, Tuesley Lane, Godalming, Surrey GU7 1RS, or by email to HR@godalming.ac.uk

- The closing date for applications is Tuesday 25th February 2025 at 9am
- We plan to notify short-listed candidates by 27th February 2025 by email
- The selection process is planned for Thursday 6th March 2025

Please feel free to contact HR on 01483 411293 or email HR@godalming.ac.uk if you would like to enquire about the progress of your application or arrange for feedback at any stage of the selection process.

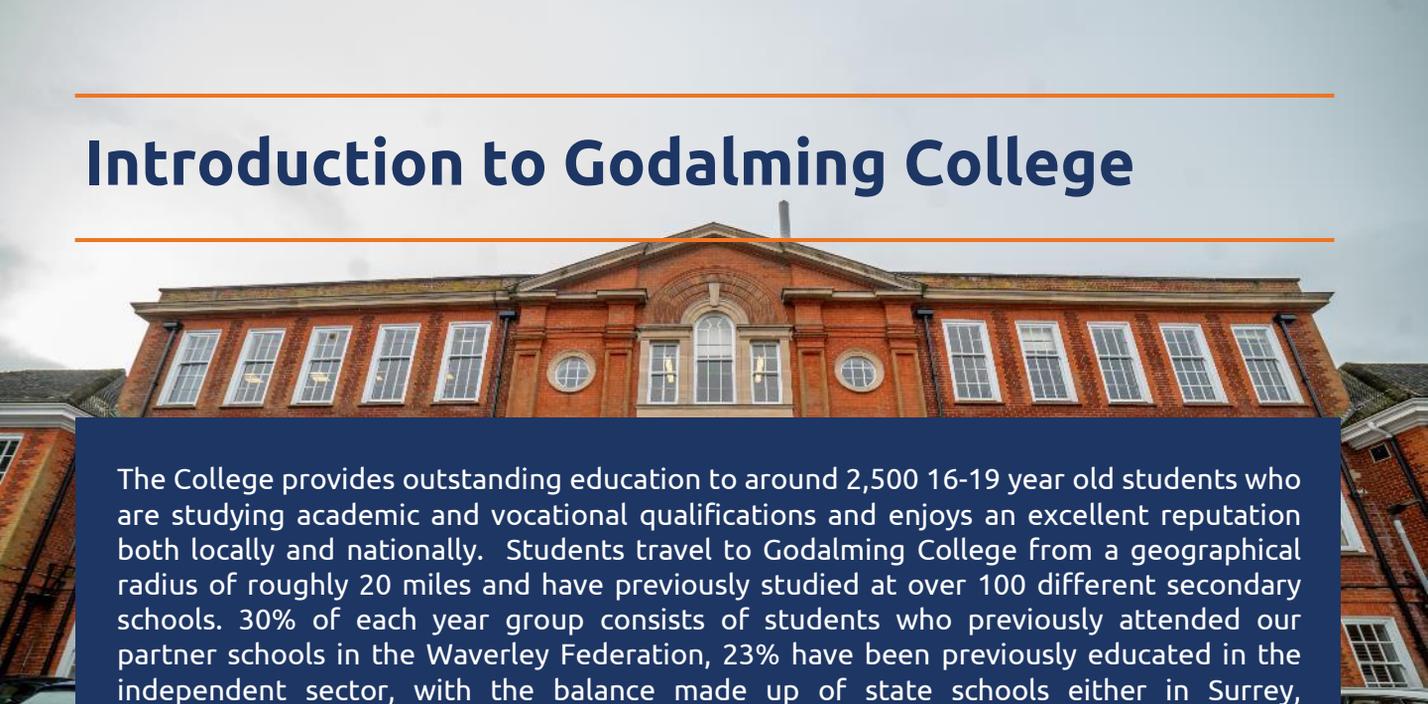
We appreciate that making an application is time consuming and, if you do decide to apply, we thank you in advance for your application. If you would like any further general information, please contact HR via e-mail HR@godalming.ac.uk

We very much look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

Introduction to Godalming College

A photograph of the Godalming College building, a large, multi-story brick structure with a central arched entrance and numerous windows.

The College provides outstanding education to around 2,500 16-19 year old students who are studying academic and vocational qualifications and enjoys an excellent reputation both locally and nationally. Students travel to Godalming College from a geographical radius of roughly 20 miles and have previously studied at over 100 different secondary schools. 30% of each year group consists of students who previously attended our partner schools in the Waverley Federation, 23% have been previously educated in the independent sector, with the balance made up of state schools either in Surrey, Hampshire or West Sussex. The College offers a broad curriculum of 40 different courses at A level, BTEC and GCSE. Taking into account gap years, approximately 75% of students will progress to university, more than a 1/3rd of which gain a place at a Russell Group university. Other students progress to dance and drama schools, conservatoires, art college or into employment or apprenticeships.

Successful

The College has a proven track record of outstanding results. The high grade rates at both A Level and BTEC (Level 3) consistently exceed national benchmarks by some distance.



The last 3 years of exam results data and overview of College performance from a value added and progression perspective can be found [here](#).

Godalming College had its most recent Ofsted inspection in November 2024 and we were delighted to yet again retain our Outstanding status. A copy of the report can be found [here](#).

Vibrant

Our campus offers modern, attractive, stimulating spaces.



Godalming College is an inspiring environment in which to work and study. The buildings provide modern facilities for all subject areas with designated study areas and social spaces which we are constantly looking to improve and upgrade. In addition we have invested substantially in developing high quality IT provision. All teaching staff are issued with a Surface Pro.

Learning



Outstanding teaching and learning is at the heart of the Godalming College experience.

Our aim as a College is to provide students with a study programme which develops skills, awareness and interests, helping to build confidence and provide a basis for students to successfully progress onto their next step, whether that be university, an apprenticeship or the world of work.

Community

There is a strong sense of community at the College, reinforced by a wide range of exciting extra-curricular activities and a comprehensive programme of trips and visits.



Students feel strongly that they are part of a caring and committed community and that this is a key factor in helping them to flourish.

College Structure

The College employs around 250 teaching and support staff on both a full and part time basis.

The College Senior Leadership Team (SLT) consists of the Principal, Deputy Principal-Curriculum & Quality, the Assistant Principal, Safeguarding and Support, Assistant Principal, Finance and Resources and Assistant Principal, Communications. There are 3 Faculties each managed by a Director, to whom Heads of Department report. The College Upper Management Team comprises of SLT, plus the 3 Directors of Faculty, plus the Director of Progression and Transition, Director of Safeguarding and Intervention, the Director of IT and Digital Strategy and Director of HR. Responsibility for overall strategic oversight of the College lies with the Board of Trustees. Membership of the Board of Trustees is drawn from across the community and has a wide range of experience to support the College in achieving its mission and strategic aims.

The views of both teaching and support staff are valued and staff are consulted whenever possible as part of the process of managing change. Reflective practice and learning is embedded across the organisation. A culture of high expectation within a supportive, caring environment is at the heart of the College ethos.

Each year students vote to elect student representatives who make up the Student Union. The Student Union meet regularly to discuss issues brought to them by the wider body of students and to organise student activities and charity fundraising events.

The College teaching periods start at 8.45am and finish at 4.15pm. Each teaching period is 45 minutes long.

Partnerships - S7 & Waverley Federation

Godalming College believes strongly in partnership working. It is one of eight sixth form colleges in Surrey and Sussex who work closely together in a consortium known as S7.

They provide appropriate training and development for staff in the colleges and facilitate meetings for specific groups as well as a bi-annual teaching conference. The College is also a member of the Waverley Federation which is a consortium of local schools, for which Godalming College is their sixth form.



JOB DESCRIPTION

Job Title: Director of Safeguarding and Intervention

Line Manager: Assistant Principal-Safeguarding and Support

Summary of Job

To provide outstanding leadership and direction for student safeguarding and interventions by leading the operational aspects of safeguarding and to ensure high levels of student engagement.

Responsibilities

Safeguarding

- To work in partnership with the other Director of Safeguarding and Intervention to be Operational Designated Safeguarding Lead (DSL), taking the lead on the support needs of a designated cohort (either Lower 6th or Upper 6th)
- To be a primary point of contact in the College for day-to-day safeguarding matters
- To refer students and foster positive relationships with external authorities including Surrey Children Services, Surrey Adult Services, Police, Ofsted, CAMHS and neighbouring county safeguarding partnerships
- To be a sounding board of guidance for members of the Safeguarding Team to ensure student cases are appropriately triaged based on their level of risk
- To work with the Safeguarding Team to ensure that CPOMS is regularly monitored and effectively used, quality assuring safeguarding processes
- To give careful consideration to the caseloads of Safeguarding Team members and that staff are taking care of their own wellbeing
- To provide updates and training to Senior Tutors and Support Officers on safeguarding and intervention as well as sourcing external training providers for safeguarding CPD.
- To be a College Mental Health Lead and work together with the Senior Tutors and Health and Wellbeing Manager to implement the College's Mental Health and Well-Being Strategy
- To lead student case conferences for staff as required to help them support vulnerable students
- To attend or delegate to relevant Senior Tutor to attend Children in Need, Child Protection and Team Around the Family conferences, ensuring that outcomes are communicated effectively to relevant teaching teams
- To oversee the support required for Looked After Children provision and ensure PEPs have been completed

Student Intervention

- To ensure that the Behaviour and Support Procedures continue to help students overcome barriers to learning and empowers them to build resilience and autonomy
- To manage the third stage of the Misconduct Strand of the Behaviour and Support Procedures, taking referrals from the Senior Tutors and referring to the Assistant Principal for Safeguarding and Support as required for a designated cohort
- To manage the second stage of the Sustainable Study Strand of the Behaviour and Support Procedures, taking referrals from the Senior Tutors and referring to the Assistant Principal for Safeguarding and Support as required for a designated cohort
- To quality assure the intervention and referrals within the Behaviour and Support Procedures
- To work with the Community Support Officers and Director of Estates to ensure student behaviour is outstanding, maintaining a positive working environment for all in the college community
- To work with the Assistant Principal – Safeguarding and Support to ensure the Site Security Position Statement remains fit for purpose and in keeping with student behaviour
- To target support appropriate to vulnerable student groups, for example, Looked After Children, Young Carers, ESOL students, students in Local Authority care or with a social worker, etc.
- To work with the Events Coordinator to deliver high quality cross-college events such as Wellbeing Week and Safety Week

Student Transition and Progression

- To work with staff in Admissions, Health and Wellbeing and Learning Support to manage the transitional support for vulnerable applicants in advance of enrolment
- To foster positive relationships with feeder school DSLs to oversee the transfer of safeguarding files from schools, including the management of triage on CPOMS and delegation of subsequent student support
- To ensure effective parent communications regarding safeguarding and intervention from application to enrolment
- To work with the Assistant Principal – Safeguarding and Support and Director of Transition and Progression to deliver high quality Orientation and Induction materials
- To work with IT teams to ensure the Student Portal has access to key safeguarding and intervention information and quick links to key support services

- To foster positive parent engagement as a key part of the college community, ensuring that the Parent's Portal houses relevant information regarding safeguarding and intervention and relevant updates are communicated via the Parent's Bulletin.
- To assist the Assistant Principal – Safeguarding and Support in delivering online Parents Information Evenings
- To assist the Director of Transition and Progression in ensuring Upper 6th students are completing UCAS applications in an effective and timely way as well as supporting the application checking and approval process.
- To support the Director of Transition and Progression to ensure key safeguarding and intervention topics such as RSHE, Local Risks and Online Safety are integrated into the Shaping Futures tutorial programme

Other Duties

- To line manage two Senior Tutors and line manage a cross-college support service area (either Health and Wellbeing or Students Services/Student Reception)
- To work in partnership with the other Director of Safeguarding and Intervention to produce an annual Safeguarding Self-Assessment Report and Development plan for the area of Safeguarding and Intervention
- To fulfil the responsibilities of a teaching member of staff for up to 4.5 hours a week
- To be part of the team of colleagues who provide support, on an annual basis, for students post results in August
- To participate in the College Professional Review Scheme and training programmes
- To demonstrate an awareness of and commitment to Equality, Diversity and Inclusion, Health and Safety and Safeguarding in accordance with the College Policies
- To adhere to the College's Data Protection Policy
- To carry out other reasonable requests as required by the Principal

This job description may be varied according to the needs of the College and after consultation.

PERSON SPECIFICATION FOR POST OF DIRECTOR FOR SAFEGUARDING AND INTERVENTION

The successful candidate will have the following essential qualities:

Experience and Qualifications

- A strong interest in safeguarding and mental health
- A successful teacher of the post-16 age group
- Proven track record of innovative and successful leadership in further education (or secondary education with sixth form)
- Has effectively led a team
- Evidence of up to date CPD
- Current DDSL training

Personal Skills

- Enthusiasm, energy and flexibility
- Understanding and empathy with the pressures that students and staff operate under
- Well-organised, being able to prioritise
- Ability to develop creative solutions to problems
- Strong communicator both verbally and in writing
- Ability to analyse, interpret and make effective use of data to inform actions
- Committed to high standards with a strong attention to detail
- Sense of humour and an awareness that nobody's perfect
- Positivity and a willingness to learn

Values

- Belief in a collective, democratic and consultative management style
- Strong commitment to continuous improvement
- Understanding of the unique nature of the 16-19 age group and the importance of this phase of educational and personal development
- Commitment to Equality, Diversity and Inclusion, in all its manifestations, and the establishment of fair and equitable working practices

The following would also be desirable:

- Had experience of managing/leading in a student support related role
- Has had Senior Mental Health Lead training
- Taken part in a middle leadership/aspiring middle leadership course
- Involvement in working in cross college groups

TERMS & CONDITIONS FOR POST OF ASSISTANT PRINCIPAL, SAFEGUARDING AND SUPPORT

Pay & Progression

- The post will be remunerated on the Godalming College Single Leadership Spine, range L13-L15, currently £62,667 to £64,774 (including Fringe Allowance of £1289) per annum
- Successful performance will entitle the post holder to access available points in the salary range in accordance with the College's professional and performance review procedures
- Increments are awarded every two years

Working Time

- The post holder will be employed in full-time service - only and exclusively in the capacity of Director of Safeguarding and Intervention
- Remission is 19 hours per week, plus up to 4.5 hours of teaching per week
- The leave year shall be from 1st September to 31st August
- Holiday entitlement is 12 weeks or 60 days including statutory days and bank holidays to be taken during the normal college holiday periods. This results in 40 weeks or 200 days of specified contact time across the year
- In order to best support the students post results, the post holder is required to be in College the day before A Level Results day, A Level Results day and the following day plus two other days the following week. These are to be agreed with the Deputy Principal-Curriculum & Quality and Assistant Principal-Safeguarding & Support at the start of each academic year.

Probationary Period

- The post is subject to a 9 month probationary period

Staff Benefits:

Health & Wellbeing



College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial



Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*



Car parking

There is free on site parking for staff.



Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

Godalming College Line Management Structure

