

Job Description

Job Title:	Deputy Designated Safeguarding Lead & Pastoral Support
Responsible to:	Head of Safeguarding
Hours:	Up to 37.5 hours per week (Option for term time only)
Pay Scale:	To be discussed based on experience

Main Duties:

We are seeking a compassionate professional, who is experienced in supporting and ensuring the safeguarding of young people, to join our safeguarding team at Bridge Training. This role involves working closely with the head of safeguarding and wider safeguarding team to ensure a robust culture of safeguarding is upheld across the entire organisation, and any concerns are recognised and responded to in a timely manner.

Bridge Training is not your typical education provider. Since 1989, we've created alternative educational pathways for young people across Gloucestershire who may not thrive in mainstream settings. Our focus is on rebuilding confidence, re-engaging learners, and delivering real, impactful change through:

- Vocational training
- Functional Maths and English
- Small class sizes and tailored learning
- Supportive, flexible teaching environments

As a Deputy Designated Safeguarding Lead, you will:

- Ensure that effective and responsive support is provided to every student to enable them to achieve their full potential.
- Respond to, action and document disclosures or concerns related to the safeguarding of our students.
- Be part of maintaining a culture of safeguarding, including promoting safeguarding awareness and education in both 1:1 and group settings with students.
- Case holding for students who receive social care support, including attendance to statutory meetings.
- Carry responsibility for ensuring care experienced young people have an inclusive and supported pathway through their education, including attendance to their Care Review and Personal Education Planning meetings.
- Collaborate on a highly effective support package to enable students to engage with and support students throughout their educational journey.
- Ensure that the Bridge Training experience for Looked After Children, Care Leavers and all other students is of the highest quality, with effective coordination of provision and support and promote achievement and progression to higher learning, apprenticeships and/or work.

You will also further champion Bridge's ethos of holistic, person-centred learning, and work with learners who may have complex personal barriers, including social, emotional, and mental health (SEMH) needs.

We're looking for someone who:

- Has experience or strong aptitude for supporting young people.
- Has a developed and robust understanding of safeguarding practices and contextual safeguarding.
- Experience of supporting young people who face a range of, or complex, additional needs.

- Has experience or eagerness to develop experience and knowledge in providing young people with information, advice and guidance.
- Demonstrates patience, resilience, emotional intelligence, and strong relationship-building skills.
- Remains calm under pressure and uses trauma-informed and de-escalation approaches effectively.
- You will be required to act in a confidential, correct, and safe manner and will always maintain a high level of security and privacy of your work.

At Bridge Training, you won't just be taking on a job—you'll be becoming part of a team. You'll have the opportunity to:

- Make a genuine difference in the lives of young people
- Work within a values-led organisation where students come first
- Shape inclusive practices and help others grow
- Join a collaborative and supportive team that believes in change

Please note: This post is considered as Regulated Work with vulnerable children and/or protected adults; therefore, Bridge Training follow a Safer Recruitment Policy and process, **this appointment will be conditional on successful pre-employment and enhanced DBS checks. You will be required to sign up to the DBS update service (fee reimbursed).**

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

We do not accept CVs, and we do not accept CVs by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Responsibilities

- Responding to safeguarding concerns made by staff, students, parents or external parties in a timely and proportionate manner.
- To plan and coordinate the early identification of vulnerable children and families.
- To establish rapport and build a respectful, honest and trusted relationship with children and their families and communicate effectively with them, ensuring that their views and wishes are heard, and recorded accurately.
- Navigating and recording disclosures, observations or reports of a safeguarding concern.
- Ensuring accurate and secure record keeping is upheld.
- To promote collaborative working and the sharing of best practice among staff and the school's external partners, which complies with all statutory and regulatory requirements on safeguarding and child protection.
- To attend multi-agency case conferences, strategy discussions and other safeguarding and child protection meetings.
- Work collaboratively with the wider team to develop safeguarding practices in contextual response to emerging concerns and trends.

- Signposting safeguarding concerns as appropriate.
- Providing tailored and accurate IAG.
- Deliver tailored 1:1 support to vulnerable children and adults to maintain a safe environment.
- Monitor, record and track progress for at risk and vulnerable students.
- To maintain update to date knowledge in all areas of safeguarding and related topics.
- To keep abreast of local and national policy developments in relation to children's well-being, safeguarding and child protection and update the Managing Director, Designated Safeguarding Lead and staff as appropriate.

General

- Promote a safe, respectful, and inclusive working environment for students and staff, in line with Health & Safety regulations, the Code of Conduct, Safeguarding protocols, Data Protection (GDPR), and the Equality Policy. Ensure high standards of housekeeping are maintained throughout the provision.
- Ensure full compliance with Health & Safety procedures, including weekly fire alarm tests, biannual fire evacuation drills, and the proactive identification and mitigation of hazards (e.g. slips, trips, and falls), in accordance with Bridge Training's risk assessments.
- Actively participate in Bridge Training events, including parents' evenings, open days and careers events, to support learner engagement and progression.
- Demonstrate a commitment to continuous professional development by actively engaging in lifelong learning and seeking opportunities to enhance personal effectiveness and subject knowledge.
- Undertake any other reasonable duties as required, both at the primary place of work and across other Bridge Training locations. Over time, the responsibilities of this role may evolve; any changes will be made in consultation with the post holder and reflected in a revised job description. The company's appraisal process will serve as the formal mechanism for reviewing and updating this document.

The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

Benefits and Rewards

- Staff laptop
- Training and professional qualifications opportunities
- Small classes with specialist support
- Matched contribution pension scheme (Peoples Pension)
- Free on-site parking is available where space permits; however, the car park is primarily accessible at weekends
- 35 days holiday (+ bank holidays) per annum, with extra days given at Christmas.
- Free monthly car washing service
- Christmas and Easter closure period
- Team building events & paid Christmas Lunch
- Free and confidential advice, information, and counselling service
- Family friendly policies including compassionate leave, doctors and dental appointments.

Person Specification

Essential:

- Previous professional experience working within the safeguarding or support remit for children or vulnerable adults.
- Sufficient educational attainment to demonstrate ability to carry out the role to the required standard
- Safeguarding training, experience or knowledge evidenced above basic awareness levels.
- Experience of mentoring, supporting or working directly with vulnerable young people, particularly those with complex or SEMH needs.
- Passion and intent to uphold a positive culture of safeguarding and participate in the continuous improvement for young people and vulnerable adults.
- Excellent communication and interpersonal skills.

Desirable:

- A recognised safeguarding qualification above Level 2.
- Knowledge or experience of children protection case management.
- Knowledge or experience of working with care experienced young people.
- Knowledge or experience of upholding the Prevent Duty and Online Safety responsibilities.
- Experience of working within alternative education, youth services or similar settings.
- Experience using provision specific platforms: CPOMS and Classroom Cloud.
- Knowledge of local safeguarding issues and networks of support for signposting.