REIGATE COLLEGE

Job Description for Safeguarding and Interventions Support Manager

Name:

Responsible to: **Assistant Principal (Safeguarding and Interventions)**

Job Purpose: **To provide a first response for student interventions across the College and deliver targeted support and intervention programmes. To support the Assistant Principal (Safeguarding and Interventions), act as a proactive member of the College Safeguarding Team and undertake the role of Deputy Designated Safeguarding Lead (DDSL), deputising for the DSL when required**

Job Responsibilities:

Student Interventions and Support

1. Act as the first response for student intervention needs across the College, including students in crisis, behavioural concerns, attendance, progression and breaches of the Student Code of Conduct.

2. Identify students requiring additional intervention, and, in consultation with the Assistant Principal (Safeguarding and Interventions) and relevant pastoral staff, determine and coordinate appropriate support.

3. Assist with the identification of Risk Category (R Cat) students and ensure appropriate referral or follow-up arrangements are in place.

4. Maintain accurate intervention records and Individual Learning Plans (ILPs) on the College Information Database (CID) and ensure relevant staff and parents/carers are appropriately informed.

5. Coordinate referrals and support with Student Services, Learning Support, Wellbeing Mentors, counselling services, pastoral managers and other relevant services to ensure continuity of support.

6. Provide targeted interventions for students experiencing difficulties with courses, progression or retention, including students dropping subjects or requiring support at key assessment or examination points.

7. Develop and deliver lessons, short courses and intervention programmes designed to improve students' ability to manage the demands of College, their studies and wider life.

8. Support enrolment, induction and key transition points, including course changes, academic profile reviews and referral to appropriate College services.

9. Monitor and support vulnerable students in relation to attendance and progression.

Safeguarding

1. Act as a member of the College Safeguarding Team and DDSL, deputising for the DSL when required and ensuring safeguarding concerns are responded to and recorded promptly and appropriately.

2. Monitor Smoothwall activity, make appropriate interventions and produce half-termly reports identifying trends and emerging areas of concern.

3. Support the Assistant Principal (Safeguarding and Interventions) in ensuring the College meets its statutory and non-statutory safeguarding responsibilities, including ensuring staff safeguarding training is provided, completed and recorded.

4. Ensure safeguarding records are accurate and up to date, working with the College Administrator (Safeguarding and Interventions) and in accordance with current statutory guidance, including KCSIE, and data protection requirements.

Supporting Students with Medical Conditions

1. Lead the coordination of support for students with medical conditions, ensuring needs are identified, assessed and appropriately managed within the College.

2. Maintain accurate and confidential medical records and ensure students with significant or high-risk needs have appropriate Individual Healthcare Plans (IHCPs) that are regularly reviewed and updated.

3. Work with students, parents/carers, health professionals and College staff to ensure relevant medical information is current and effectively communicated.

4. Develop, coordinate and monitor appropriate risk assessments for students with medical needs, including educational visits, examinations, practical activities and emergency situations.

5. Monitor the effectiveness of healthcare plans and risk-management arrangements, ensuring students are supported to participate safely and fully in College life.

Staff Support

1. Support staff in developing appropriate strategies for students causing concern in relation to behaviour, attendance or engagement.

Communication and Partnership Working

1. Maintain effective working relationships and regular communication with Pastoral Directors, Pastoral Support Managers, Senior Tutors and other relevant College teams.

2. Support effective partnership working with external agencies and promote the sharing of good pastoral practice across the College, contributing to relevant staff development and training.

Administration and Coordination

1. Ensure tutorial and pastoral records are completed and maintained accurately, liaising with Student Services and other relevant teams to ensure information is appropriately recorded and communicated.

2. Coordinate student references, tutorial cover and the dissemination of relevant information to Tutors.

3. Provide high-level administrative support to the Assistant Principal (Safeguarding and Interventions), Pastoral Directors and other senior pastoral staff as required.

College and Community Activities

1. Take an active role in key College activities including enrolment, progression and careers events, parent events, all Open Evenings, introductory activities, student interviews (during the working day and 4 evenings per academic year) and partner school events.

2. Participate in five days of post-examination results support during the summer holiday period, scheduled annually according to the needs of the College and agreed with the Line Manager. These may be scheduled as individual days or in blocks.

3. Support College community activities, student groups, pop-up events and events involving external speakers as appropriate.

4. Take a leading role in developing and maintaining the College's community ethos.

5. Attendance at designated evening events will be subject to the College's agreed TOIL arrangements.

General

1. Serve as a nominated First Aider and Mental Health First Aider.

2. Complete the necessary training and continued professional development (CPD) for the role and to work to improve ones own professional performance and to participate in the College's appraisal arrangements.

3. Undertake any other particular duties which may be reasonably assigned by the Assistant Principal (Safeguarding and Interventions) or the Principal from time-to-time.

Person Specification

The person appointed will be expected to have:

1. A strong commitment to the College's community ethos and values.

2. A Clear commitment to equality, diversity and inclusion and to safeguarding and promoting the welfare of young people.

3. Significant pastoral experience with students aged 16-19, with a strong understanding of their needs and the ability to build positive and appropriate relationships with young people.

4. An understanding of the strategic direction of the College and the 16-19 education environment in which it operates.

5. The ability to adapt confidently to new systems, procedures and unfamiliar situations, learning and applying new skills effectively.

6. A strong understanding of pastoral support, intervention and student welfare policies and procedures.

7. A strong working knowledge of safeguarding practice and statutory guidance relevant to 16-19 education, with the ability to respond appropriately to safeguarding concerns.

8. Experience of managing complex student support or intervention cases, including liaison with parents/carers, College staff and external agencies.

9. Either hold or be willing to obtain a First Aid and Mental Health First Aid qualification.

10. A good understanding of the purpose and delivery of tutorial provision for 16-19 year olds.

11. Ability to create and cultivate positive and constructive relationships with staff, students, parents/carers and external professionals.

12. Excellent written, verbal and interpersonal communication skills.

13. Strong organisational, time-management and IT skills, with the ability to manage competing priorities effectively.

14. The ability to manage a busy and varied workload, prioritise effectively, maintain attention to detail and meet deadlines under pressure.

15. A flexible and adaptable approach, with the ability to respond effectively to changing College priorities.

16. Integrity, empathy and sensitivity when working with students, families and colleagues.

17. A collaborative and inclusive approach, with the ability to inspire confidence, influence others and support change effectively.

18. Sound judgement and the ability to maintain perspective and make difficult or sensitive decisions when required.

19. A willingness to maintain a visible and approachable presence across the College and at key College and community events.

20. A commitment to continuing professional development and reflective practice.

21. An understanding of the responsibilities involved in supporting students with medial conditions, including confidentiality, risk assessment and Individual Healthcare Plans.

22. The ability to maintain accurate and confidential records and handle sensitive information appropriately.

October 2026
NJC

Signature: Date:
Post Holder

Signature: Date:
Assistant Principal (Safeguarding and Interventions)