

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Designated Safeguarding Lead	Reference: 240222
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Designated Safeguarding Lead is to be responsible for safeguarding and child protection across the school. They will provide support to develop, implement, promote, and amend policies, processes and practices that promote an effective 'Culture of Care' and ensure the welfare of students and staff.

Responsibilities

- Lead safeguarding and child protection in the school.
- Provide support, advice, and expertise on safeguarding matters to staff.
- Collaborate with staff and teams to address child protection issues and provide support to students.
- Work with safeguarding stakeholders in the school to ensure effective safeguarding practices.
- Ensure all stakeholders understand and have access to safeguarding policies and procedures.
- Monitor and evaluate implementation of safeguarding policies across the school with support of Head of School.
- Review and address low-level concerns and self-reports, securely storing all related documentation.
- Support the Head of School in gathering information for allegations, if required.
- Develop and review an annual safeguarding development plan with support of Regional Safeguarding Lead and participate in case management reviews collaboratively.
- Lead child protection cases, including meetings, action planning, record-keeping, and case reviews.
- Build relationships with external specialists involved in supporting children in need.
- Share lessons learned from case management to improve safeguarding practices.
- Attend training to acquire necessary knowledge and skills, as well as develop a comprehensive school training plan for child protection and safeguarding.
- Monitor and record training for staff to ensure appropriate levels of training.
- Attend regional safeguarding meetings and clusters.
- Lead or source relevant training for online safety and support students to stay safe online.
- Provide guidance on protecting children from radicalization and extremism.
- Encourage a culture of listening to children and consider their wishes and feelings.
- Address additional risks faced by children requiring learning support and identifying as LGBTQA+.
- Advise on appropriate curriculum for safeguarding topics and relationships education.
- Coordinate with the EVC regarding safeguarding on educational visits.
- Understand the governance procedure for safeguarding and participate in annual reviews.
- Provide data, write reports, and support resolution of safeguarding concerns and complaints.

Position Requirements

- Minimum Bachelor's degree in Education or equivalent is required
- At least 3 years of experience in working with children as a teacher with relevant qualifications.
- Curriculum development knowledge is required.
- Possess highly developed interpersonal and teamwork skill.
- Excellent verbal and written English skills.
- Good references on request.
- Proficient in using computers.

Qualifications

- Extensive training and experience in addressing child protection issues within an international school context.
- Demonstrated track record of teaching or counseling, with a minimum of 5 years of experience.
- Exceptional interpersonal skills, emphasizing the ability and willingness to collaborate with the school community.
- Advanced degree (Masters) or equivalent in a relevant field such as social work, counseling, or child psychology, providing valuable expertise.
- Previous experience working with educational organizations, showcasing familiarity with the unique challenges and dynamics of school environments.
- Highly organized, with a strong command of written English, technical proficiency, and effective communication skills.
- Proficiency in using technology tools such as Google Suite, Microsoft Suite, and CPOMS, ensuring seamless integration with the school's systems and processes.

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.