



THE PERSE SCHOOL CAMBRIDGE



ASSISTANT HEAD Safeguarding

January 2027

CANDIDATE PACK



The Perse School, founded in 1615, is one of the country's leading co-educational independent day schools and a charitable company educating around 1,750 children aged 3-18.

The school provides an exceptional education which is both traditional and innovative, ambitious and caring, understanding and structured, industrious and fun. Located in Cambridge, it comprises three schools, the Pelican (3-7), the Prep (7-11) and the Upper (11-18), with a franchise in Singapore, opened in 2025.

The school is in the UK top 30 of *The Times* Independent Schools Exam Results league table for A level, with over 30 students regularly receiving Oxbridge offers. The school is consistently oversubscribed and in strong financial health with an annual turnover of around £40 million.

In addition to the day-to-day curricular and extra-curricular activities of the schools, The Perse provides public benefit to local and international communities, working with over 20 local state schools and Christel House Schools overseas to raise educational attainment.

Key facts and figures:

- **Independent School of the Year** for academic performance East Anglia 2024, 2025 and 2026.
- **Independent School of the Year** East Anglia 2026.
- A beautiful **27-acre site**, featuring state-of-the-art science labs, the Peter Hall Performing Arts Centre, extensive sports fields and the brand new Perse Sports Centre with 25m swimming pool, sports hall and climbing and bouldering walls.
- Excellent pastoral care ensuring that children feel safe and secure in their surroundings.
- Ranked as one of the **top 30** schools for A level results by *The Times* Independent School Exam Results league Tables.
- Ranked in the **top five** independent schools nationally for Oxbridge offers.



ASSISTANT HEAD (SAFEGUARDING)

Safeguarding sits at the heart of life at The Perse. Our first responsibility is to ensure that every pupil feels safe, known, supported and able to flourish, and this depends on a culture in which safeguarding is understood as everyone's responsibility. The Assistant Head (Safeguarding) will play a central role in leading and strengthening that culture, working with colleagues across the School to ensure that care, vigilance, professional curiosity and sound judgement are embedded in our daily practice. This role also reflects our Perse values: we seek to act with integrity, show kindness and respect, support one another, and strive for excellence in all that we do. It is a significant leadership role for someone who can combine expertise, calm judgement and compassion in support of our pupils and the wider school community.

We welcome applications from experienced teachers, educational leaders and safeguarding professionals from related sectors. While experience within education is highly desirable, we are equally interested in candidates who have developed significant safeguarding expertise through social care, local authority safeguarding services, LADO function or other child protection settings. Successful candidates will demonstrate a thorough understanding of safeguarding children and the ability to apply that expertise within a school setting.

The Assistant Head (Safeguarding) is ultimately accountable to the Head through the Senior Deputy Head (Pupil Development and Welfare). The Assistant Head (Safeguarding) plays a key role within the pastoral team, working closely with Deputy Heads, Assistant Head (Pupil Welfare), Assistant Head (Pupils), HR, pastoral tutors, Heads of Year, Section Heads and Senior Tutors in delivering high quality pastoral care.



Job Purpose and Key Responsibilities

The Assistant Head (Safeguarding) will act as the Designated Safeguarding Lead for the Upper School and will take lead responsibility for safeguarding and child protection, working within the School's wider safeguarding structures and in line with statutory guidance. This summary is adapted from the role of the designated safeguarding lead set out in Keeping Children Safe in Education. The full DSL role description, based on the statutory guidance, is available on request.

In summary, the DSL provides leadership, advice and expertise on safeguarding matters; supports staff in identifying and responding to concerns; manages referrals to statutory agencies where required; works closely with senior leaders, pastoral colleagues, parents, carers and external safeguarding partners; ensures safeguarding records and information sharing are managed appropriately; and promotes a strong safeguarding culture across the School.

Designated Safeguarding Lead (DSL) at the Upper School

- A separate DSL job specification is attached to the DSL role following the role specification as set out in Keeping Children Safe in Education (Annex B).
- Ensure the school complies with all aspects of the most current version on Keeping Children Safe in Education.
- Oversee safeguarding risk assessments and ensure they are reviewed and updated as necessary.
- Be aware and mindful of Department for Education guidance documents for schools.
- Ensure school practice follows procedures set by the Cambridge Safeguarding Partnership Board. Make referrals for pupils living in different local authority areas.
- Ensure lead roles are allocated and monitored (e.g. Online Safety Lead, Prevent Lead, Domestic Abuse Lead). Currently the Upper DSL is Prevent Lead, Online Safety Lead and Domestic Abuse Lead.
- Oversee and monitor use of Myconcern as the system to record safeguarding concerns. Train staff as appropriate in using Myconcern.
- Coordinate out of hours and out of term time safeguarding contacts for trips and activities.





Key Responsibilities



3-18 Safeguarding Leadership/Strategic Oversight

- Have strategic oversight of 3-18 Safeguarding, promoting best practice and consistency across three Perse Cambridge Schools.
- Work closely with the Junior Division Safeguarding Lead to ensure that standards are maintained, including a termly meeting.
- Liaise with the HR department to help to ensure the Single Central Register and requirements for safeguarding training are compliant.
- Coordinate and provide safeguarding training for staff, volunteers, contractors and governors as appropriate.
- Arrange termly safeguarding meetings with DSL and Deputy DSLs across the three schools.
- Arrange a termly minuted safeguarding meeting with the three DSLs and the Governor with Special interest in Safeguarding.
- Provide updates and school trends in safeguarding for governors in Education Committee meetings and as necessary.
- Meet with the Governor with Special interest in Safeguarding as necessary to discuss case studies, complex cases and other safeguarding matters.
- Oversee Children Missing Education procedures for leavers and joiners.
- Oversee online safety including filtering and monitoring processes.
- Attend a timetabled meeting with Deputy Head (Pupil Development and Welfare) each cycle.
- Attend and contribute to Pastoral Team meetings.
- Available for holiday or weekend cover (via an agreed rota) to help support home contacting and DSL responsibilities for trips/activities.



Person Specification

- Significant experience of leading safeguarding work involving children and young people.
- Significant knowledge of safeguarding arrangements in schools including statutory guidance such as Keeping Children Safe in Education.
- Experience of leading safeguarding strategy, managing complex safeguarding cases and providing professional challenge across multi-agency partnerships.
- Teaching experience is desirable but not essential, although candidates must demonstrate a strong understanding of safeguarding responsibilities within schools.
- Experience working as a Designated Safeguarding Lead in a school is desirable.
- Excellent interpersonal skills with the ability to build trust and credibility with pupils, parents, staff, senior leaders and external agencies.
- Strong communication skills, including the ability to convey sensitive, complex or challenging safeguarding information clearly, calmly and appropriately to different audiences.
- The ability to balance compassion, professional curiosity and sound judgement when responding to difficult or high-pressure safeguarding situations.
- Confidence in providing appropriate professional challenge while maintaining constructive working relationships with colleagues, families and external partners.
- Excellent attention to detail, including the ability to maintain accurate records, identify patterns or gaps in information and ensure follow-up actions are completed in a timely manner.
- A strong team player, able to work collaboratively with colleagues across pastoral, academic, operational and external safeguarding teams to support consistent and effective safeguarding practice.
- Adaptable and flexible, with the ability to respond calmly and effectively to changing priorities, emerging concerns and the unpredictable nature of safeguarding work.
- Resilient, with appropriate personal coping mechanisms and the professional self-awareness needed to manage the emotional demands of complex and sensitive safeguarding work.



Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.

Review

The job specification will be reviewed biennially as part of the professional development cycle. Any changes may only be made by agreement with the Principal.





Terms and Conditions

The successful candidate will be expected to make an appropriate contribution to the School timetable according to their experience. Assistant Head salaries are competitive and commensurate with their roles and responsibilities; they are set annually by the Governors' Senior Staff Salaries Committee.

Teaching Staff Salary Scale and Employment Benefits

The Perse School's salary year normally runs from 1st September to 31st August. The Perse Salary Scale is set significantly above the maintained sector to recognise the high levels of commitment required of all staff and the contribution they make to school life. Teachers at The Perse School are required to be involved in the pastoral life of the school, for example as a form tutor and contribute to the extra-curricular programme, alongside their academic teaching. These elements of a teacher's role are fundamental to working at the school and are embedded in our core values.

Membership of the **Aviva Pension Trust for Independent Schools (APTIS)** is offered to those members of staff on a teaching contract. New teachers joining the school from September 2024 will be auto-enrolled into APTIS. APTIS is a Defined Contribution (DC) scheme.

Contributions are paid into the scheme by both the school and the employee and are invested by the provider (Aviva) on your behalf. The benefits at retirement are based on the amount accumulated within the plan by the time you choose to receive your pension benefits and this, in turn, is determined by the amount of contributions paid in and the investment returns achieved.

The school will contribute up to a maximum of 23.68% of your pensionable salary into the APTIS pension scheme and a Death In Service scheme (life assurance policy, that would pay out a lump sum of three times your salary if you die whilst you are employed by the school).

Teachers can opt to change their employer contribution rate into APTIS, subject to a minimum of 13.75%, with the difference taken as a 'non-pensionable income supplement' **(which equates to additional salary)**.



Benefits

- Teachers undertaking research which will benefit the school may apply for a non-pensionable research award valued at £730.
- Excellent professional development opportunities and access to funding for PGCE, Masters level and Leadership qualifications.
- Ability to get involved with a range of extra-curricular activities and exciting trips including outdoor pursuits.
- School tuition fee remission of 50% for children to the Prep or Upper school (subject to passing admission test requirements). Fee remission does not apply to additional activities such as early/late stay, summer schools, trips etc.
- Free lunch in the dining room during term-time and tea and coffee in the staff room.
- Free access to sports facilities including a gym and swimming pool during defined periods.
- Opportunity to join in with social activities organised by the School's Social Committee.
- Generous sick leave and parental leave pay above the statutory requirements.
- Assistance with relocation costs in accordance with HMRC rules as specified in the school's Relocation Policy.
- Parking on site and Cycle to Work scheme also available.



Please click on [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Co-ordinator at recruitment@perse.co.uk

Interviews

The closing date for applications is **Friday 18th September at 9.00am**. Preliminary online interviews will be scheduled for **Wednesday 23rd September**, followed by panel interviews for successful candidates in the **w/c 28th September**.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the school on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The school is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The school requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The school's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the school website. The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.



THE PERSE
SCHOOL
CAMBRIDGE

Helpful Links



[The Perse Upper
interactive prospectus](#)



[The Perse Sixth Form
interactive prospectus](#)



[The Perse Virtual Tour](#)



[The Perse school
vision and values](#)



[Teacher research](#)



[Working at
The Perse School](#)

The Perse School Cambridge

Gavin Richards

Deputy Head (Staffing and Operations)

Hills Road, Cambridge, CB2 8QF +44 (0) 1223 403800

garichards@perse.co.uk