



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!



Lead

Responsible for supporting the school divisions to respond to any safeguarding concerns or incidents that arise within the school community. This may involve conducting investigations, assessing risk, and developing appropriate intervention plans.

Supporting Case Management: You will be responsible for managing safeguarding cases, investigating allegations, and providing support to students and staff who are involved in these cases.

Provide guidance and support to staff on child welfare and child protection matters

Actively participate as a member in safeguarding team meetings at each division – with DDSL point people, counseling, psychologists, and nursing team so that all information about open cases is shared and relevant actions are taken and followed through cross departmentally

Policy and Training

Developing and implementing safeguarding policies and procedures: Work closely with school leadership to develop and implement policies and procedures to promote a safe and secure environment for students and staff.

Providing training and support: Provide training to staff and students on safeguarding policies and procedures, and offer ongoing support and advice to those who may have concerns about safeguarding issues.

Organize and deliver parents and guardians workshops and training for safeguarding matters

Contribute to the Safeguarding training of Staff, and External Providers

In collaboration with the Teaching and Learning Team, Dean of Students: Contribute to the delivery and review of appropriate instruction for safeguarding topics.

External Relationship

Coordinating with external agencies: Coordinate with external agencies such as social services, police, or child protection services to ensure effective case management.

Ensure regularly and timely communication with Head of Safeguarding and Divisional Leadership on parent communications or meetings

Regularly communicate with Parents/Guardians in a timely manner via phone, email or personal meetings as necessary, and provide support for external initiatives and parent communication

Communicating with stakeholders: Communicate effectively with parents, guardians, and other stakeholders to keep them informed about safeguarding policies and procedures, and to address any concerns they may have.

Management Relationship

Maintain accurate records: Responsible for keeping accurate and detailed records of safeguarding incidents, investigations, and interventions. This may involve maintaining a database, documenting actions taken, auditing divisional CPOMS cases, and producing regular reports for senior management. Work with the Head of Safeguarding and Cognita Asia Designated Safeguarding Lead (DSL) to plan and act on the recommendations of the Proprietor's Safeguarding Annual Review.

Support with data gathering for the required safeguarding reports to the regional office



Work with Head of Safeguarding and key safeguarding stakeholders to prepare and coordinate annual independent review visit
Review reports, manage information, and share data on the number and type of concerns and allegations and lessons learned to improve safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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 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, they must report any concerns to the School's Designated



Terms of Employment

Working Hours:	8:00 am – 5:00 pm, Monday to Friday
School Holidays :	Entitled for school holidays as per school calendar
Medical Benefits:	Group Medical insurance cover provided
Medical Leave:	14 days sick leave and 60 days hospitalization leave (including sick leave)
Probation Period:	3 months from date of commencement
Referee request:	Required
Background Check:	Required
Work during school holidays:	The role requires commitment for delivering specific work that might fall within the school holidays. The compensation for these have been built in the monthly pay.

SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.