



# Woodstock School

## JOB DESCRIPTION Child Protection Officer

**JOB TITLE:** Child Protection Officer

**REPORTING TO:** The Principal

**COLLABORATES WITH:**

- Vice Principal, Head of Schools and Dean of Student Life
- Students, Parents/Guardians
- Academic and Residential Staff
- HR and Legal Team / Consultant
- Local child protection authorities
- Medical and counselling professionals

**PURPOSE OF THE JOB:**

To lead the development and implementation of the organization's child protection strategy, ensuring that all children are safe, supported, and protected from harm. The **Child Protection Officer** acts as the primary point of contact for child protection concerns and works collaboratively across departments to foster a culture of safety and accountability.

In both pastoral and professional ways, exemplify *Our Calling* by teaching in a way which *Elicits Greatness* and make decisions that align with our *Guiding Principles*. To know more, please visit [About Woodstock](#).

**DUTIES AND RESPONSIBILITIES:**

**Safeguarding Leadership and Policy Implementation**

- As a newly established position, the Child Protection Officer (CPO) will play a pivotal role in shaping the long-term development of Woodstock's safeguarding systems and culture.
- The post-holder will be expected to shape and evolve the role over time through innovative thinking, collaborative practice, and a willingness to assume additional responsibilities that strengthen a progressive and responsive safeguarding framework.
- Specific priorities and responsibilities will continue to develop in response to the emerging needs of the school and the wider safeguarding context.
- Serve as the Designated Safeguarding Lead (DSL) and point of contact for all child protection matters.
- Oversee the development, review, and implementation of the organization's safeguarding and child protection policies.
- Ensure all staff, consultants, employees, volunteers, and contractors understand and comply with safeguarding procedures.
- Lead the child safeguarding committee and coordinate regular safeguarding reviews.

**Incident Response and Case Management**

- Respond promptly and appropriately to safeguarding concerns, ensuring accurate documentation and confidentiality.
  - Liaise with external agencies (social services, child protection officers, law enforcement) as required.
  - Maintain a secure case management system and track ongoing cases with discretion and care.
  - Design and maintain systems for confidential reporting for both staff and students.
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## **Training and Capacity Building**

- Plan, deliver, or coordinate regular safeguarding training for staff, volunteers, and relevant stakeholders.
- Conduct onboarding safeguarding briefings for all new hires.
- Promote a culture of vigilance and empower children and adults to speak up about concerns.

## **Monitoring and Compliance**

- Conduct regular audits to ensure safeguarding procedures are followed across the organization.
- Maintain up-to-date knowledge of local child protection laws and international best practices.
- Prepare safeguarding reports for senior leadership and governing bodies.
- Conducting annual safeguarding audits.

## **Child and Community Engagement**

- Facilitate safe, age-appropriate communication channels for students to report concerns.
- Engage children in awareness campaigns, education programs, and forums on rights and safety.
- Work closely with parents and guardians to raise awareness about child protection issues.

## **QUALIFICATIONS REQUIRED:**

- Bachelor's or Master's degree in Social Work, Psychology, Education, Child Protection, or related field.
- Minimum 5 years of experience in child protection or safeguarding in an educational setting is preferred.
- Certification in child safeguarding/child protection preferred (e.g., Level 3 DSL training, Keeping Children Safe standards) is preferred.
- Experience working with multi-disciplinary teams and external child protection agencies is preferred.

## **Skills and Competencies:**

- Deep understanding of safeguarding principles, child development, and trauma-informed care.
- Strong interpersonal and communication skills, with the ability to work sensitively and assertively.
- Confidentiality, sound judgment, and the ability to handle emotionally challenging situations.
- Excellent organizational, documentation, and reporting skills.
- Cultural awareness and adaptability to diverse educational or community environments.

## **Safeguarding Commitment:**

The organization is committed to safeguarding and promoting the welfare of children and expects all staff, consultants, employees, volunteers, and contractors to share this commitment. All candidates must undergo thorough background checks and child protection screening prior to appointment.

**APPLICATION DEADLINE:** At the earliest.

## **HIRING PROCESS:**

Interested applicants should apply through <https://my.hirehive.io/woodstock-school>  
Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom.

**JOINING DATE:** At the earliest