

JOIN US

REGIONAL SAFEGUARDING LEAD

COGNITA, ASIA

APPLICANTS INVITED

YOUR ROLE

The Regional Safeguarding Lead is responsible for the highest standard of safeguarding and child protection within Asia, advising, and supporting schools so that they have the capacity to adopt a self-improving approach to safeguarding practice. The Regional Safeguarding Lead's primary role is to lead, monitor, support and influence all aspects of safeguarding initiatives in our Schools in Asia, specifically;

Provide guidance to ensure schools embed a consistent understanding of safeguarding, meeting statutory, regulatory, and best practice standards in all areas of safeguarding.

Implement and monitor compliance with Cognita's safeguarding governance standards across all schools in Asia.

In conjunction with the Regional Human Resource Department, ensure that safer recruitment practices are fully implemented across Asia, by supporting with specialist knowledge, best practice guidance and training.

Safeguard and promote the welfare of children to enable children to have optimum life chances and enter adulthood successfully.

BE PART OF AN EXCITING AND VIBRANT SCHOOLS GROUP

Each school in Cognita Asia is as individual as our students but we all share one common purpose which is to thrive in a rapidly changing world. We do this by sharing expertise, insights, and best practice across our global family – and by collaborating to develop rich learning environments in every school.

We equip young people with the self-belief and international perspective they need to grow, thrive, and find their success in a fast-changing world. For students and colleagues to flourish, we know that it is essential that we have the highest quality safeguarding practices and standards. We are committed to surrounding our students in a culture of care.

YOUR RESPONSIBILITIES

Develop effective relationships, engagement, skill, and resources with all stakeholders to enable them to fulfil their safeguarding responsibilities effectively.

Draft, edit and revise policies, procedures and toolkits based on Cognita standards, regulatory and curricula requirements showing understanding that there may be differences between countries and schools.

Maintain oversight of safeguarding standards within the Asia region, celebrating and sharing effective practice, and vociferously challenging underperformance.

Build capacity through designing, executing, and giving recognition to school Designated Safeguarding Leads (DSLs) who effectively adopt and implement systemic approaches to safeguarding leadership.

Support and advise the DSLs and safeguarding team in each school, including with referrals to external agencies, risk assessment and action planning.

Provide opportunities for clinical supervision to DSLs and other key safeguarding staff who are negatively impacted by complex/serious child protection cases.

Undertake investigations and internal case reviews, as required.

Identify training needs across all schools and work to source, write or deliver appropriate training that aligns with this need.

Maintain a safeguarding onboarding process for all school acquisitions.

Actively support the safer recruitment process.

Prepare and present regional safeguarding reports for a range of audiences.

Track the closure of actions/recommendations from Independent Safeguarding Reviews, including recommendations for the regional team.

Ensure that children and young people have a voice and that their views are considered when decisions that affect them are being made.

Ensure that safeguarding data is well used by leaders in each school/site with tangible evidence of impact. Be an ardent supporter of and accountable for the fidelity and use of the Child Protection Online Management System (CPOMS) across the region.

Support, as requested by the Regional CEO or Regional Education Director, with the completion of the Mid-Year Safeguarding Report and preparation for the Annual Safeguarding Governance meeting.

Work with Education Director and other global colleagues to evaluate and improve group-wide processes and systems.

Championing relationships and sex education (RSE) across the region and ensuring that schools have a robust PSHE and RSE framework.

POSITION REQUIREMENTS

We are seeking a colleague that has a collaborative style and an ability to support Asia schools in all aspects of safeguarding. You need to have the ability to motivate and empower others to drive change. Specific knowledge of UK and Asia standards and expectations in all areas of safeguarding is required. You will spend most of your time working with adults so having successful experience in adult training is important. We are a schools' group so having significant school experience is vital. All our schools operate in English and you will need both written and spoken fluency, however having fluency in an additional language is very well received. We are looking for candidates that

have a degree qualification in the areas of education, child welfare or counselling. You need to have certified training in safeguarding and child protection to an advanced level.

CONTACTS

You will report to the Regional Education Director and come into regular contact with the Regional CEO, Regional COO, Country Managing Directors, and Regional office functional leaders (HR, Estates & Facilities, ICT, Legal, Outdoor Education). You will also work closely with each school, including each school's leadership team, Designated Safeguarding Leads (DSLs), Deputy DSLs, and counselors. You will be Asia's liaison with the Global Governance Lead and reviewers as well as represent Asia in discussions with other Regional Safeguarding Leads from different regions. Currently, Cognita Asia operates in four countries and, when possible, you will develop and nurture significant contacts with key community stakeholders such as the local safeguarding children's authorities. You will also keep in contact with external agencies like the Council of International Schools.

WORKING CONDITIONS

We operate in Hong Kong, Vietnam, Thailand, and Singapore. Our regional office is in Singapore. We are open to the Regional Safeguarding Lead working from any one of these countries. You will need to travel within the region to visit the regional office (if you are not in Singapore) and our schools as needed. There is global travel, but this is infrequent. You will often work independently and will need a high level of initiative and attention to detail. You are expected to be available when our schools in the region are open and when the regional office is operating which is 0900 – 1800 SG. However, due to the nature of the work, you will need to be flexible to deal with out of office hour emergencies, which may include some weekends.

TERMS OF EMPLOYMENT

Reference request: Required
Background check: Required
Fixed contract term: 3 years

SAFEGUARDING

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 the Regional CEO or Regional Education Director so that a referral can be made accordingly to the statutory services.

HOW TO APPLY

The deadline for applications for this position is March 24, 2023. The start date is August 1, 2023. The successful candidate will live in Southeast Asia in one of the countries Cognita operates in and can travel across the region as needed. Candidates are asked to submit a letter of interest and the requested materials below as early as possible. The review of files will begin as soon as applications are received. Candidates should send the information listed below in a single .pdf to andrew.hancock@cognita.com and include:

- A letter of application that clarifies why you would make a good candidate for this role.

- A current resume with references (two pages or less).
- A completed Cognita job application (this will be provided once the application and resume are received)

Compensation and Benefits: The most important thing is that we find the right candidate and we will ensure that the salary and benefit package suits the successful candidate's experience and expertise in the country where you will be based.

Safeguarding: 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.

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

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Position Title	Regional Safeguarding Lead	Reference: February 2023
Function/Department	Education	Location: SG / HK / HCMC / BKK
Manager Title	Education Director, Cognita Asia	
Position Type	Fixed Term - Aug 2023 to July 2026	
Position Status	Full Time	

Position Objective

The Regional Safeguarding Lead is responsible for the highest standard of safeguarding and child protection within Asia, advising, and supporting schools so that they have the capacity to adopt a self-improving approach to safeguarding practice. The Regional Safeguarding Lead's primary role is to lead, monitor, support and influence all aspects of safeguarding initiatives in our Schools in Asia, specifically;

- Provide guidance to ensure schools embed a consistent understanding of safeguarding, meeting statutory, regulatory, and best practice standards in all areas of safeguarding.
- Implement and monitor compliance with Cognita's safeguarding governance standards across all Asia schools.
- In conjunction with the Regional Human Resource Department, ensure that safer recruitment practices are fully implemented across Asia, by supporting with specialist knowledge, best practice guidance and training.
- Safeguard and promote the welfare of children to enable children to have optimum life chances and enter adulthood successfully.

Responsibilities

- Develop effective relationships, engagement, skill, and resources with all stakeholders to enable them to fulfil their safeguarding responsibilities effectively.
- Draft, edit and revise policies, procedures and toolkits based on Cognita standards, regulatory and curricula requirements showing understanding that there may be differences between countries and schools.
- Maintain oversight of safeguarding standards within the Asia region, celebrating and sharing effective practice, and vociferously challenging underperformance.
- Build capacity through designing, executing, and giving recognition to school Designated Safeguarding Leads (DSLs) who effectively adopt and implement systemic approaches to safeguarding leadership.
- Support and advise the DSLs and safeguarding team in each school, including with referrals to external agencies, risk assessment and action planning.
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- Ensure that children and young people have a voice and that their views are considered when decisions that affect them are being made.
- Ensure that safeguarding data is well used by leaders in each school/site with tangible evidence of impact. Be an ardent supporter of and accountable for the fidelity and use of the Child Protection Online Management System (CPOMS) across the region.
- Support, as requested by the Regional CEO or Regional Education Director, with the completion of the Mid-Year Safeguarding Report and preparation for the Annual Safeguarding Governance meeting.
- Work with Education Director and other global colleagues to evaluate and improve group-wide processes and systems.
- Championing relationships and sex education (RSE) across the region and ensuring that schools have a robust PSHE and RSE framework.

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