



Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

Deputy Designated Safeguarding Lead (Admin/Organisation Level D)

NJC Scale SO1/2 £26,470 - £30,756 pro rata. 37 hours per week (08:00 – 16:00), 44 weeks per year (term time only)

Actual Salary: £22,397.69 – £26,024.30

Hove Park School is more than just a place where students come to learn. It is also a place where a community develops and thrives. It is a place where we come together to support each other achieve whether it is in the classroom learning, on the sports field competing or on the stage performing, we know that success comes from us all working together.

We are looking for an inspiring, resilient and experienced individual to work within the Support and Wellbeing team across both our school sites.

The successful applicant will:

- Have sound experience of supporting young people with social, emotional and mental health barriers to learning;
- Support the Designated Safeguarding Lead in all aspects of managing safeguarding and child protection in our school;
- Have a good knowledge of relevant policies and procedures relating to keeping children safe in school;
- Have high expectations and an unwavering belief in the potential of every child;
- Want to make a difference to the lives of local children;
- Possess excellent interpersonal skills;
- Be committed to working in partnership with teachers, parents and the community;
- Be a committed team player who enjoys working collaboratively

To apply, please complete a Support Staff Application Form using the Job Description/Person Specification which you will find on our website: <http://www.hovepark.org.uk/vacancies>

Please submit your completed application form to recruitment@hovepark.org.uk

Alternatively, you can apply directly through TES.

Closing date: Sunday, 1st July 2018

Interviews: Week beginning 9th July 2018

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check.



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JOB DESCRIPTION

JOB TITLE: Deputy Designated Safeguarding Lead (Admin/Organisation Level D)

SCALE: NJC Scale SO1/2 £26,470 - £30,756 pro rata. 37 hours per week (08:00 - 16:00), 44 weeks per year (term time only)

SECTION: Safeguarding/Social, Emotional & Mental Health

1. PURPOSE OF JOB

To act as a deputy to the Designated Safeguarding Lead - providing support by undertaking administrative / organisational processes within the School as required, across both school sites. Providing support for students with particular needs with regards to Safeguarding and Child Protection.

Under the guidance of the SENCO for Social, Emotional and Mental Health - providing support for young people who struggle with social, emotional and mental health barriers to learning.

2. PRINCIPAL ACCOUNTABILITIES

Safeguarding

- Maintaining, overview and upkeep of CPOMS software including liaison with the company where needed
- Attendance at CIN, CP, Strategy, Network meetings for students linked to CP issues
- Monitoring issues raised by staff via the Safeguarding email address and responding flexibly to Safeguarding issues as they arise, across both school sites
- Supporting the DSL with the allocation of CP/CIN cases to key workers
- Communication with outside agencies including those coming in for staff and student training
- Organisation of small groups where necessary on safeguarding e.g. risky behaviours group
- Contact with linked external agencies including social workers, police etc.
- Promotion of safe behaviours in school to students
- Advice and guidance for students and staff re CP issues
- Attend to students' personal needs and provide advice to assist their social, health and wellbeing development
- Assist teachers with the development and implementation of Personal Education / Behaviour / Support / Mentoring plans
- Establish productive working relationships with students, acting as a role model
- Develop 1:1 mentoring arrangements with students and provide support for distressed students



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- Provide information and advice to enable students to make choices about their own learning / behaviour / attendance
- Challenge and motivate students, promote and reinforce self-esteem
- Attend weekly Pastoral Triage meetings
- Be responsible for the promotion and maintenance of the Vulnerability Index
- Work alongside the school's Primary Mental Health Worker and Wellbeing Team
- Undertake statutory Safeguarding Training and keep up to date with other Safeguarding issues (e.g. CSE/County Lines issues) by attending relevant Local Authority training
- Attendance with the DSL at Virtual School and Safeguarding Network meetings

Working with the Social, Emotional and Mental Health (SEMH) team

- Provide 1:1 and small group support for those students who struggle with behavioural, social & emotional barriers to learning

Organisation

- Contribute to the planning, development and organisation of academic and welfare support service systems / procedures / policies within the School
- Supervise, train and develop staff and students for School tasks as appropriate
- Support the DSL with the planning and delivery of statutory safeguarding training for all staff

Administration

- Identify, set up and manage manual and computerised records / management information systems
- Analyse and evaluate data / information and produce reports / information / data as required
- Complete and submit complex forms, returns etc., including those to outside agencies as required
- Oversee the accurate recording and updating of pupil and staff information using both manual and computerised records
- Sort incoming and outgoing mail relating to Safeguarding issues and maintain necessary records

Resources

- Operate relevant equipment / complex ICT packages (e.g. Word, Excel, graphics, database, Internet)
- Provide general advice to staff, students and others
- Undertake research and obtain information to inform decisions
- Produce reports for the DSL and Leadership Team, as required

Responsibilities



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- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the School
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development/appraisal process as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Deputy Designated Safeguarding Lead

CRITERIA

ESSENTIAL

Job Related
Education and
Qualifications
and Knowledge

- NQF Level 4 or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation

Experience

- Demonstrable experience/resilience in working with vulnerable families and young people, likely to have been gained over a period of two years

Skills & Abilities

- Excellent literacy & numeracy skills to support in undertaking a variety of tasks, e.g. minute taking, maintaining diary(ies), producing correspondence on behalf of the School
- Very good ICT skills, e.g. production of reports, correspondence, inputting / updating information



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Equalities

- Committed to working in partnership with teachers, parents and the wider community
- Some need to use analytical, judgmental, creative and developmental skills
- Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Able to undertake short term planning, e.g. managing own workload, managing the work of others, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self-evaluate learning needs and actively seek learning opportunities
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

DESIRABLE

- Social Work degree/qualification and/or relevant experience in the Social Work sector
- An understanding of the policies and procedures of Pan Sussex/Local Safeguarding Children Board (LSCB)