



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Designated
Safeguarding Lead

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	Designated Safeguarding Lead
Responsible to	Head of Safeguarding
Full time Salary	£37,308 - £44,399 Actual Salary
Pro-Rata Actual Salary	N/A
Working Pattern	Full time Permanent
Pension	Local Government
Working Hours	Monday to Friday 37.5 hours per week
Line Management Responsibility	No

ROLE SUMMARY

The Designated Safeguarding Lead is required to lead the safeguarding, child protection and online safety across the Trust, with the aim of ensuring the safeguarding and welfare of our students is the clear priority.

The purpose of the role is to provide sustainable, high-quality, leadership in order to create a strong culture of safeguarding. The DSL will represent the ethos, values, and approach of the Trust to students, parents, and staff.

With this as a starting point, the Trust can offer our students, staff and communities the safe, happy, and thriving education setting they deserve.

Key Responsibilities – Non delegable

- ★* Undertake the role of Designated Safeguarding Lead as outlined in Keeping Children Safe in Education
- ★* Develop and maintain a strong culture of safeguarding across the trust
- ★* Develop, implement, and supervise appropriate responses to safeguarding and child protection concerns including managing disclosures and making the appropriate safeguarding referrals
- ★* Liaise with the Principal to inform of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations and key contextual issues with may pose a risk to children and staff at the setting
- ★* Establish and maintain effective working partnerships with other agencies and individuals, to increase understanding and awareness of student needs
- ★* Encourage a culture of listening to children and taking account of their wishes and feelings in all circumstances which concern them
- ★* Make effective use of CPOMS online recording and monitoring system, keeping detailed, accurate CPOMS records of any safeguarding concerns and subsequent action taken
- ★* Quality assure the records made by all members of staff, through regular review of incidents within the CPOMS system

- ★* Support continuous professional development of the extended staff team through inhouse briefing and training
- ★* Act as the strategical Lead for Attendance at the school. Having an oversight of absence management and liaising with families and external agencies where relevant, to implement support to improve pupil attendance.
- ★* Contribute to and participate in internal cross-function information sharing and collaborative working practices to ensure children's needs are considered and supported holistically.
- ★* Refer cases to the local channel programme where there are concerns regarding radicalisation/prevent as required
- ★* Lead on relevant policy development
- ★* Alongside the Principal, liaise with the LADO in cases which concern allegations against adults who work with children
- ★* Alongside the AP Lead, quality assure AP provisions ahead of the students' first visit, to ensure a safe and appropriate setting for students
- ★* Undertake the required Local Authority safeguarding training including the Prevent Duty, in timely manner
- ★* Ensure all staff receive the necessary safeguarding/ child protection training and there are regular updates
- ★* Ensure each member of staff has access to, and understands the Trust's safeguarding and child protection policy and procedures including new staff, part-time staff, agency, volunteers and LECC members
- ★* Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.

Key Responsibilities - Delegable

- ★* Work collaboratively with the lead practitioner for Personal Development to ensure student and staff awareness is up to date
- ★* Ensure effective and rapid transfer of information within and across educational establishments
- ★* Work in collaboration with the Attendance Team to identify and refer Children Missing in Education
- ★* Develop and maintain contact with the families/ carers and professionals to share information about the student's needs and progress and identify and secure positive family support
- ★* Collate qualitative and quantitative data, produce reports, share information, and maintain records to facilitate monitoring and evaluation
- ★* Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.

General

- ★* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this

commitment

- ★ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ★ This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Up to date Designated Safeguarding Lead Training	•	
Evidence of further qualifications towards the post	•	
Level 3 or equivalent qualification.		•
Experience		
Experience working in a Designated Safeguarding Lead/Deputy role	•	
Experience in working within safeguarding in education policies, practices, and procedures	•	
Experience in managing disclosures and allegations of a safeguarding nature	•	
Experience working within or with an education setting	•	
Experience of working with multi-agency safeguarding agencies - reporting concerns, disclosures, allegations	•	
Experience in preparing for and attending CIN meetings, CP conferences and other multi-agency safeguarding meetings	•	
Experience of working in or with Children's Social Care or other safeguarding partnership agencies		•
Successful and demonstrable experience of dealing with a range of pastoral issues positively		•
Demonstrable experience in the development of strategies for managing disengagement and poor attendance		•
Evidence of the development of partnerships		•
Knowledge		
A working knowledge of Keeping Children Safe in Education and Working Together to Safeguard Children and other key legislation and guidance documents	•	
Understand the importance of inclusion and ability to ensure that all staff adopt inclusive practices	•	
Understand monitoring and evaluating systems in an Academy setting		•

Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Ability to build and maintain positive working relationships with professionals and families	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
Ability to engage and work positively with families that are experiencing complex issues or crisis situations	•	
Full driving license (including Category D) or the ability to travel.	•	
Ability to make effective use of attendance, safeguarding, behaviour and attainment data		•
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy

- Code of Conduct
- Keeping Children Safe in Education (KCSIE 2024)
- Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org