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| Job description – Deputy Designated Safeguarding Lead, NJC 6 Point 18 £26,660 pro-rated. Term Time plus 5 x days, 37 Hours per week | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role: | Deputy Designated Safeguarding Lead support the DSL’s legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies. |
| Line Managed by: | Vice-Principal Behaviour, Safeguarding and Ethos |
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| Main duties and responsibilities: | • Act as a champion of the school’s safeguarding policy and procedures by supporting the DSL to ensure all staff have access to and understand them.  • Induct new members of staff on the direction of the DSL with regard to the school’s safeguarding policies and procedures.  •Recognise how to identify signs of abuse and when to make a referral  • Respond appropriately to disclosures or concerns relating to the well-being of a child  • Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information  • Liaise with the DSL and Principal to inform them of any issues and ongoing investigations  • Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely  • When students move school, ensure their safeguarding file is sent to the new establishment immediately and securely  • Refer cases to the Local Authority Prevent Officer where there is a radicalisation concern as required  • Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings  • Discuss with parents/carers, and if they are in agreement liaise and coordinate with colleagues and outside organisations to refer to Early Help as soon as a problem emerges.  • Ensure that actions for the school resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated  •Support the DSL to ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately  • Attend relevant training every 2 years and an annual basis attend forums/roadshows to reinforce and enhance Safeguarding knowledge and practice  • Represent the school at forums and disseminate the information to colleagues  •To undertake any reasonable duties as directed by the Principal. |
| Line management duties and responsibilities | * Not applicable to this role |

You may also be required to undertake such other comparable duties as the Head requires from time to time.

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| Person specification  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
|  | Essential | Desirable | Method of assessment |
| Relevant Experience | * Previous experience of working with young people * Previous experience of working with secondary age students who display challenging behaviours. * Previous experience of being a DSL /safeguarding role | * Previous experience of supporting those with specific learning difficulties | Application form |
| Qualifications  (Education/Training) | * GCSE Maths and English at Grade C/4 or equivalent * Or equivalent experience | * Good standard of education to at least level 3 (A Level) standard | Production of the Applicant’s certificates  Discussion at interview  Application form |
| Job Related Knowledge & Skills | * Ability to engage and manage young people, some of whom may display challenging behaviours. * Excellent student behaviour and management skills. * Ability to prioritise work * Ability to manage time effectively * Ability to maintain confidentiality in all school matters | * An understanding of the needs of SEND students. * Knowledge of alternative education providers for secondary age students. * Ability to use academy MIS systems and processes. * ICT skills. * Willingness to take personal responsibility for further training and development | Contents of the application form Interview Professional references |
| Personal Qualities | * Calm and resilient in the face of challenging students/circumstances. * High professional standards at all times. * Excellent attendance and punctuality. * Ability to communicate with a wide range of people. * Excellent organisational skills. * Ability to work effectively supported by a member of the school team and to work as part of a team * Be flexible to changing demands of the post. | * Ability to act on own Initiative and to work without close supervision | Contents of the application form Interview Professional references |
| Equal Opportunities | * An understanding of and commitment to equality of opportunity. |  | Contents of the application form  Interview  Professional references |
| Additional Factors | * Committed to safeguarding and promoting the welfare of children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  | Contents of the application form  Interview  Professional references |