January 2019

Dear Colleague,

## RE: SENIOR SAFEGUARDING OFFICER & WELLBEING MANAGER/DSL

Thank you for your recent enquiry regarding the above position.

We are looking to recruit a highly motivated, Senior Safeguarding Officer & Wellbeing Manager/DSL to join our Senior Management Team. The successful candidate will take lead responsibility for Safeguarding and Child Protection across the school. We are looking for a candidate who:

* has a proven track record of Safeguarding and Child Protection work;
* has excellent organisational and leadership skills;
* has experience of developing and delivering Safeguarding training, as appropriate;
* has the capacity to contribute to the Emotionally Healthy Schools initiative and the psychological wellbeing of students in the school;
* has excellent interpersonal skills needed to develop positive and supportive professional relationships with students, parents, external agencies and the wider community;
* has a working knowledge and understanding of current and national issues in relation to Safeguarding and Child Protection;
* has the ability to analyse problems, reach considered judgements, resolve issues and delegate effectively.

Please see the Job Description and Person Specification for a more detailed description of the role and requirements for this post. Further guidance and school policies can be accessed via the school website: [www.littleover.derby.sch.uk](http://www.littleover.derby.sch.uk) under Job Vacancies and Safeguarding.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned either by post to the school address or by email to: **admin@littleover.derby.sch.uk**

Candidates wishing to visit the school may do so on **Monday 21st January, 2019 at 2.30 pm**. Please contact school beforehand to indicate your attendance.

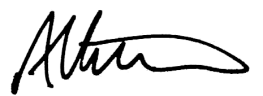
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates. If you have not heard anything by the end of February, your application will have been unsuccessful on this occasion.

**Closing date for applications : Monday 28th January, 2019**

**Interviews to be held on : Friday 8th February, 2019**

Thank you once again for your interest.

Yours sincerely,



A. Venkatesh

**HEADTEACHER**

## JOB DESCRIPTION

**POST : Senior Safeguarding Officer & Wellbeing Manager/DSL**

**GRADE : Grade K £37,107-£39,961**

**(or Teachers’ Leadership Scale equivalent)**

**JOB PURPOSE :** To take lead responsibility for all safeguarding and child protection matters and the psychological Wellbeing of students. Ensuring that the policies, practices and procedures of the school are informed by national and local guidance.

**RESPONSIBLE TO : Headteacher**

**WEEKLY HOURS : 37 hours**

**WEEKS WORKED**

**PER ANNUM : 52 weeks**

**DUTIES AND RESPONSIBILITIES:**

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.

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| **SUMMARY OF THE ROLE:** | * To work in accordance with the aims and policies of the school. * To take lead responsibility for all safeguarding and child protection matters arising at the School as a member of the school’s Senior Management Team. * To act as the school’s Designated Mental Health Lead and develop our capacity to promote positive mental health within school. * To manage the workload of the Safeguarding and Wellbeing Team. * To support all other staff in dealing with any child protection concerns that arise. * To ensure that students experiencing significant psychological distress receive appropriate support. * To provide a Wellbeing service within school informed by an approach that is underpinned by the principles of Cognitive Behaviour Therapy. * To encourage a culture of listening to children and taking into account their wishes and feelings, amongst all staff, in any measures the school may put in place to protect them. * To keep detailed, accurate and secure records of any concerns and referrals relating to Safeguarding; * To ensure an effective electronic child protection is in place. * To ensure that the environment is one where children are and feel safe. * To ensure that DBS checks and associated matters are appropriate, ensuring compliance with all national and local legal safer recruitment guidelines. Ensuring that the Single Central Record is up to date and available to outside agencies, appropriate staff and governors. * To be available for staff to discuss any safeguarding concerns. * To be available outside of normal school hours, as and when necessary, e.g. during school trips or urgent police investigations. |
| **Main duties and responsibilities:** | To take lead responsibility for:   * Referring all cases of suspected abuse of any child to children's social care; * Keep the Headteacher informed regarding safeguarding issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations. * Supporting staff who make referrals to children’s social care; or those involved in safeguarding and Wellbeing processes. * Ensuring there are robust policies in place regarding safeguarding including aspects relating to staff conduct. * Liaise with other safeguarding partners and promote effective working relationships. * Take part in strategy discussions, assessments and inter-agency meetings or support other staff to do so. * Promote a culture that reduces the likelihood of students being vulnerable to radicalisation and refer cases to the Channel programme where there is significant concern. * To support the Emotionally Healthy Schools initiative in Derby. * Make referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child. * Make referrals to the police where a crime may have been committed which involves a child. * Attend and contribute to staff, SMT and Governing Body Meetings as appropriate, reporting objectively on strengths and areas for development. * To actively promote the school’s view regarding the ‘best interests of the child’. * To work closely with the Network Manager to ensure online activity meets best practice and manage the Child Protection Management Systems (CPOMS). * Carry out any other reasonable duties as specified by the Headteacher. |
|  | **Raising awareness**   * Promote a culture where safeguarding is ‘everybody’s business’ and an appreciation ‘it could happen here’. * Ensure the School’s safeguarding policies and the implantation of them is reviewed at least annually and are up to date and liaise with the Designated Governor and Headteacher. * Ensure the child protection policy is available publicly read and understood. * Lead the process of policy development in relevant areas. Undertake the audits of school safeguarding procedures together with the designated school governor for safeguarding. * Ensure that parents are made aware that referral about suspected abuse or neglect may be made to children’s social care and schools’ role in this. * Maintain links with the Derby and Derbyshire Children’s Safeguarding Partnership to ensure staff are aware of training opportunities and the local guidance on safeguarding. * When students leave the school, ensure that any safeguarding material is transferred as soon as possible. |
| **Line management duties and responsibilities** | * To be responsible to the Headteacher. * To have line management responsibility for the Deputy Designated Safeguarding Lead (DDSL) and the Wellbeing coaches. |
| **Training** | * The DSL and DDSL should have appropriate child protection training and be up to date regarding developments in safeguarding and mental health issues in educational settings, in order to: * understand the assessment process for providing Early Help and intervention, for example through the locally assessment processes such as Early Help offers; * have a working knowledge of how local authorities conduct a child protection case conference and child protection reviews conference and be able to attend and contribute effectively to these; * ensure that each member of staff has access to and understands the school’s safeguarding policies and procedures, including new, part time staff and volunteers; * act as a source of advice, assistance and support to staff on matters of safeguarding and the mental health of students; * provide training and development opportunities to ensure that we meet the needs of the school; * be alert to the specific needs of looked after and previously looked after children, SEND, young carers and those with other increased vulnerabilities; * keep detailed, accurate, secure records of concern, actions and referrals, including the electronic child protection and information management systems that are used in school; * understand and support the school with regard to its responsibilities relating to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation; * ensure that the DDSL is trained and has developmental opportunities that equip them to assume the role of the DSL, should they need to; * promote a culture within the school of listening to children and taking account of their wishes and feelings in any measures the school may put in place to safeguarding them. |

## PERSON SPECIFICATION

**SENIOR SAFEGUARDING OFFICER & WELLBEING MANAGER/DSL**

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|  | **Essential** | **Desirable** |
| **1. Professional Experience:** |  |  |
| Experience of working in a school or similar environment |  | **X** |
| Experience of working with young people | **X** |  |
| Experience of leading a Safeguarding team |  | **X** |
| Working knowledge and understanding of current and national issues in relation to Safeguarding and Child Protection | **X** |  |
| Up to date knowledge and experience of Ofsted requirements for Safeguarding | **X** |  |
| Experience of developing and delivering Safeguarding practices to other staff | **X** |  |
| Ability to lead but also to work as part of a team | **X** |  |
| Able to collate and feedback information | **X** |  |
| Knowledge of Management Information Systems |  | **X** |
| Able to contribute to the Emotionally Healthy Schools initiative in Derby | **X** |  |
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| **2. Qualifications:** |  |  |
| English GCSE A\*-C or equivalent | **X** |  |
| Mathematics GCSE A\*-C or equivalent | **X** |  |
| Evidence of continued professional development relevant to this role | **X** |  |
| Safeguarding training to a management level | **X** |  |
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| **3. Skills and abilities:** |  |  |
| Vision to develop the Safeguarding role within a high achieving school | **X** |  |
| Ability to work with students, parents, external agencies and the wider community | **X** |  |
| Ability to think strategically with imagination, vision, creativity and originality | **X** |  |
| Flexible, able to work under pressure and meet deadlines | **X** |  |
| Good communication skills both verbal and written | **X** |  |
| Effective communicator and presenter | **X** |  |
| Ability to produce accurate and precise data with outstanding record keeping skills | **X** |  |
| Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively | **X** |  |
| Can plan, organise and delegate effectively | **X** |  |
| Possess excellent inter-personal skills | **X** |  |
| Ability to support children in a manner informed by cognitive behavioural approaches | **X** |  |
| Availability to work after and outside of normal school hours | **X** |  |