



**DSL, Compliance and  
Quality Lead  
Recruitment Pack**

# About Gretton School

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Gretton School welcomes autistic children and young people aged from 5-19 years old, as weekly boarders or as day students.

Every student at Gretton has a diagnosis of autism with the ability to achieve at high levels and every student is different.

As autism specialists, we understand that consistent daily routines and staffing helps to keep anxiety at a minimum and ensures that our students feel safe and confident in their surroundings

We have a high staff to student ratio and classes are small and personal – we know each of our students really well and employ the best strategies to support them in their everyday school life.

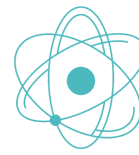
*"Gretton is such a fun place to work, no two days are the same and there is a real family  
vibe with all the staff that work here!"*

- Boarding Staff

*"Staff help each other and students interact. It's a happy little family!" -*

Teaching Staff





## A Note from The Headteacher

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Welcome to Gretton School; a forward thinking and inclusive autism specialist school where the children and young people are at the centre of everything the staff team do.

The team here at Gretton are highly skilled and trained in all aspects of their roles, particularly autism, and are actively supported by broad clinical and therapeutic disciplines ensuring a holistic approach to the achievement of wide ranging developmental, social, communicative, sensory and academic outcomes.

Gretton offers an integrated model of education, care and therapy which dovetail to ensure that students are challenged effectively to make their next steps whilst feeling safe and supported.

The breadth of experiences and curricula offered ensure that every student is able to maximise their progress and the facilities are specifically tailored with autism in mind. We have further plans to develop our campus environment to increase the offer of further specialist areas.

We are committed to equipping our students with independence, an awareness of safety and self-reliance, as well as developing the social skills they need to thrive in an ever more complex society.

I hope that, once you have read through this recruitment pack, you will arrange a visit to the school, where you can not only see, but feel the positive culture here at Gretton.

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Beth Elkins



# Job Description

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**Salary:** Leadership Pay Scale L1-L4

**Hours:** Full time (term time), with an annual expectation for an additional 20 days to be carried out outside of term-time.

**Start date:** As soon as possible

**This role, based within the School Leadership Team, ensures compliance across a range of duties, including Safeguarding, Data Protection and Quality Assurance of all areas of the school, including our Residential provision. Whilst there are staff who carry out the main duties above, this role draws together the overall accountability of these areas of school compliance.**

## Main Duties

### Leadership & Strategy

- As part of the leadership team, provide relevant reports for internal meetings, monitoring visits by stakeholders and collate the report for Governance; coordinate and plan meetings as and when required with different stakeholders.
- Plan, coordinate and manage change in accordance with the school's development plan, including forward planning, term dates, training days and whole-year strategies, as well as the school's overall QA timeline.
- Lead and manage designated safeguarding supervisees and hold accountability for Safeguarding across the school (including specified areas such as Online Safety and Prevent Duty).
- Ensure compliance with DfE, Ofsted, Independent Schools Inspectorate, Independent Schools' Standards (ISS), National Minimum Standards (NMS) and any relevant Autism-specific regulations.

### DSL Responsibilities

- DSL responsibilities would be those detailed in the most recent version of **Keeping Children Safe in Education and would also be referred to in the school's Safeguarding and child protection policy**, for which this postholder has responsibility.
- The school has a team of Designated Staff for Safeguarding, including two Family Liaison Officer/Deputy DSL roles, and this post would hold accountability for Safeguarding and Child Protection within the school and oversight and management of the team and the school's Safeguarding processes.
- The DSL will also be responsible for the management of escalated cases where there is a greater level of complexity involving a wide range of internal and external partners.

### Compliance

- Work together with the Administration Manager to administer and maintain the systems that deliver outcomes, based on the school's aims and goals, including the SCR and other statutory documents relating to Safer Recruitment, QA and Independent Schools Standards/National Minimum Standards.
- Ensure the routine review and update of school policies and procedures in conjunction with the relevant authors/policyholders.
- Ensure all necessary stakeholders have a clear understanding of the policies and procedures and the importance of putting them into practice; work with the Headteacher to implement policies in line with the school's relational practice model.

- Prepare information for publications and returns for the DfE, Local Authorities and other agencies and stakeholders within statutory guidelines.
- Work with the HR Administrator, Administration Manager and Training Team to ensure delivery of regulatory updates on Safer Recruitment, Safeguarding, Prevent and other matters relating to compliance.
- Oversee the school's Data Protection and manage the administration process in relation to Subject Access Requests and Data Breaches (GDPR), together with our Data Protection partner.
- Ensure that risk assessments are current, relevant and effective across all areas of the school and that these are checked and ratified by the relevant school lead according to the matrix of responsibility.

### **Quality Assurance**

- Work closely with the other members of the School Leadership Team to ensure that Quality Assurance tasks are effective, manageable and carried out regularly for central reporting.
- Ensure that Quality Assurance across the school fits into the wider group of schools' processes and that the Regional Head of Quality and Regulatory Compliance is fully informed of the school's QA processes and any actions taken to improve the school service to learners.
- Work in conjunction with the School's Facilities Manager to ensure all Health and Safety requirements are in place and any statutory checks and monitoring are undertaken in a timely fashion with appropriately recorded evidence for any regulatory visits (Ofsted, Independent Schools' Inspectorate, etc).
- Report on a weekly basis on the progress of QA and on any actions required to ensure action for change happens across the school.
- To undertake such other duties and responsibilities that may be required from time to time.

### **Safeguarding recruitment statement**

- Gretton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.
- Applicants must be willing to undergo child protection screening, including enhanced checks with employers and the Disclosure & Barring Service.
- We aim to be a fair employer and are committed to equal opportunities. Gretton School does not discriminate against employees on the basis of any protected characteristic and actively welcomes a rich and diverse workforce.

## Person Specification

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	Essential	Desirable
Experience, Skills and Knowledge	<ul style="list-style-type: none"> <li>• Previous experience of being a Designated Safeguarding Lead (DSL) or Deputy, with a minimum of 2 years' experience</li> <li>• Experience of working with Autistic children and young people or willingness to learn</li> <li>• Excellent knowledge and previous experience of managing GDPR compliance/Previous experience of being a Data Protection Officer (DPO)</li> <li>• Careful attention to detail and ability to organise complex systems and data</li> <li>• Experience of providing training, guidance and support to others and effecting change</li> <li>• Evidence of recent and relevant training and CPD</li> <li>• Experience of line-managing and leading teams and, where necessary, performance management</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of being a Designated Safeguarding Lead in a special school setting</li> <li>• Educated to degree level or equivalent</li> <li>• Knowledge of school compliance in relation to Quality Assurance, Data Protection, Policies and Risk Assessments</li> <li>• Qualification in School Business Management</li> <li>• Proven experience as a quality assurance manager or relevant role or willingness to train</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> <li>• Excellent ICT Skills, (Google Suite, Email, Databases)</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent Communication Skills in person, on the telephone and in writing</li> <li>• Ability to work with others and support change collaboratively</li> <li>• Understanding of relational practice and the ability to put this into practice in every interaction</li> <li>• Ability to navigate complex relationships with a range of stakeholders and keep the learner's need at the centre</li> <li>• Ability to set and uphold boundaries in a calm, respectful and compassionate manner, in particular with parents and external professionals</li> </ul>	

## What Our Staff Say...

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*"I get out of bed every morning because of the young people I work with, but I stay in school through all the challenges because of the team of staff constantly acting as a safety net for each other. By working around staff who care about each other, students are invited into conversations and shown examples of positive relationships. I've never felt more supported, and I can't recommend working here enough."*

*"The school is like a big family and I feel privileged to be part of it. The class sizes are very small and so we know each student as a person."*

*"It's a very personal place and therefore attracts very special people to work here. The staff are incredibly calm and caring and think carefully and creatively about how they can best help the students on their academic, social and emotional journeys."*

*"I have the utmost respect and admiration for our staff body who are the backbone and help make Gretton the special place that it is."*

*"Not only does the school provide great challenges and opportunities for teachers in terms of curriculum development and planning but also it provides a great sense of pride and achievement in your work. In the twenty years that I've been a teacher, I've not worked anywhere where you feel so valued for your skills and ideas."*

