SEARCH Education Trust

Strong, Sustainable, Successful Schools

Job Pack

Senior Designated Safeguarding Lead

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November 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education

Job Description

Post	**Senior Designated Safeguarding Lead**
Grade	**P03 Points 32 - 35 (£42,840 - £46,041 FTE) pro rata actual salary £40,895 - £43,951 per annum**
Contract	Permanent
Hours	**36 hours a week, 42 weeks (Term time only + Two weeks)**
Responsible to	Headteacher

Purpose

We are looking at a highly qualified, non-teaching DSL to undertake high quality interventions and support, lead whole school training and manage day to day safeguarding concerns. You will form part of the SLT team.

With above average numbers of pupil premium, SEND and EAL we are looking for a compassionate, experienced DSL to be based in the school but to offer our families guidance and care both here and at home (where safe to do so) The successful candidate will have performed this or a similar role in a school to have worked with children in a social care setting. We are looking for a candidate with degree level or equivalent qualifications in a related field.

Main Duties and Responsibilities

Managing referrals

- Monitor, triage and act upon all safeguarding concerns made in person or through the MyConcern system
- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- To maintain oversight of all trends related to safeguarding concerns raised within school
- Refer cases to the police where a crime may have been committed
- To maintain and regularly update and disseminate the school's safeguarding and student well-being offer
- Lead a team of staff including the direct line management of the Family Support worker and admin support officer

Working with staff and other agencies

- Act as a source of safeguarding support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the Principal of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations

- Support the Headteacher and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online, digital safety, and filtering and monitoring systems), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Act as the senior mental health lead
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the Headteacher and the Deputy DSLs, taking lead responsibility for promoting educational outcomes by:
    - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
    - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.

Working with Families

- Liaise with colleagues, including colleagues from external agencies, to organise and deliver a programme of in-school events for parents, carers and families
- Support parents, carers, and families as necessary, including with transitions and through the application process for accessing local services and help them attend relevant meetings
- Carry out home visits, where required
- Maintain regular lines of communication with specific parents, carers and families, providing personalised support as needed, particularly for those families whose child does not meet the eligibility criteria for social care involvement
- Keep up to date on the latest services available in Kingston so that parents, carers and families can be signposted to these as appropriate

Managing Safeguarding and Child Protection Records

- Ensure all safeguarding and child protection records are kept up to date and securely stored
- Ensure that all safeguarding and child protection records include:
    - A clear and comprehensive summary of the concern
    - Details of how the concern was followed up and resolved
    - Details of any action taken, decisions reached and the outcome
- Where pupils leave the school (including in year transfers):
    - Ensure safeguarding and child protection records are securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set in KCSIE

Raising Awareness

- Ensure each member of staff has access to, and understands, the Child Protection, Adult Protection and Safeguarding policy and procedure, especially new and part-time staff
- Work with the LGB and with senior staff within OHCAT to ensure the Child Protection, Adult Protection and Safeguarding policy and procedure is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the Child Protection, Adult Protection and Safeguarding policy and procedure is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that pupils may be experiencing
- Regularly attend and represent HHS at local authority and CPSP forums and training events, keeping abreast of local, national and trust-wide updates and initiatives
- Work in partnership with the school's therapy team as appropriate
- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Working with staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Maintain oversight of staff training to ensure that staff are able to recognise safeguarding risks and concerns, and know how to report those concerns
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
- Assist with the development and reviews of HHS transition programme, contributing insights about the needs of parents, carers, families, and pupils during this process

Understanding the views of children

- Encourage a culture of listening to pupils and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that pupils may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&A

To work flexibly as will be required by the needs of the school and carry out any other reasonable duties as required.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters
Effort Achievement
Responsibility
Citizenship
High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue: ……..

Signature of postholder: ……..

Name of postholder: ……..

Signature of CEO/ Head Teacher: ……..

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✔	
Current registration with Social Work England		✔
Educated to A Level Standard or equivalent	✔	
Strong passes in English and Maths Level 2	✔	
Experience		
Ability to use ICT to raise achievement		✔
Provide high-quality assistance to pupils with behavioural and educational needs	✔	
Experience of delivering a mentoring service and intervention programme	✔	
Ability to provide high-quality outcomes	✔	
Demonstrable experience of improving student outcomes	✔	
Multi agency working	✔	
Managing and implementing recording and reporting systems	✔	
Administrative experience	✔	
Skills		
Personal		
Well organised	✔	
Well presented	✔	
Ability to work hard under pressure while maintaining a positive, professional attitude	✔	
Commitment to personal career development	✔	
Flexible and willing to contribute to the success of the team	✔	
Problem solving	✔	
Attention to detail in communication and planning	✔	
Administrative		
Excellent communication skills and organisational skills	✔	
Relations		

Ability to work as part of a team	✔	
IT Skills		
Ability to use ICT effectively	✔	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✔	
Safeguarding and child protection policies and procedures	✔	
Developments in the National Curriculum		✔
Understanding of different social backgrounds of students	✔	
Understanding the needs of students and the appropriate strategies to support them	✔	
Understanding the needs of bilingual students	✔	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Senior Designated Safeguarding Lead – Heartlands High School

Salary: P03 Points 32 - 35 (£42,840 - £46,041 FTE) pro rata actual salary £40,895 - £43,951 per annum

Location: Haringey

Contract hours: 36 hours a week, 42 weeks (Term time only + Two weeks)

Contract term: Permanent

Closing date: 6th December 2023

Interview Date: TBC

Start Date: January 2024

Are you ready to join an enthusiastic, passionate and highly effective team? Do you have experience in keeping children safe and happy? Are you ready to contribute to a fantastic school with a drive to ensure students are supported incredibly well pastorally to achieve incredibly well academically!

We require an outstanding Safeguarding practitioner to lead on Safeguarding. We serve a diverse community, many of whom are disadvantaged. We are looking for an inspiring, dedicated leader to maintain our high standards and develop innovative responses to the challenges our students face. The successful candidate for this role will lead whole schools safeguarding every day ensuring that concerns and queries are responded to. They will also work strategically as part of the Leadership team of the school to review and enforce policy, and procedure as well as conducting regular review and response to safeguarding data and the wider landscape.

Visiting the school in preparation for applying/interview is highly recommended please email sophia.butler@heartlands.haringey.sch.uk and we can arrange a tour for you in or after the school working day.

Heartlands High School is a popular local school. Our student conduct and their safety and happiness is a core driver of our very good results. Our ethos is strong and owned by staff and students alike. “The school ethos, ‘search for success’, permeates the school community.” (Ofsted 2019) Our diverse and rich community work harmoniously together to secure great results. We want a leader who will build on our work around promoting and celebrating our diversity. The successful candidate will also continue to challenge our curriculum and approaches to rewards and interventions to support all children to thrive through the SEARCH ethos.

Heartlands High School is a great place to work. We aim to cultivate staff that are passionate about their roles. We support our staff with an appraisal model that encourages development rather than a rigid approach to graded lessons. Our continuing professional development ensures that staff work together to improve their practice.

For further information, please contact our HR department at hr@searcheducationtrust.com

Completed application forms must be submitted via TES by 9am on Wednesday 6th December 2023. Interview date: TBC

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.