

## Job Description

### Great Academy Ashton Deputy Designated Safeguarding Lead

Role: Deputy Designated Safeguarding Lead (Deputy DSL)

Status Support Staff

Salary: Band 9, FTE £32,076.00  
Actual Salary £28,938.00

Deployment: Term time only plus 10-days

Role Purpose: The Deputy Designated Safeguarding Lead is a key position within the academy, responsible, alongside the Designated Safeguarding Lead (Assistant Principal), for the implementation of our safeguarding procedures to ensure that we are doing all that we can to protect and safeguard our students.

#### Role Description

The Deputy Designated Safeguarding Lead will work with the Pastoral Team and members of the leadership team to create and deliver a shared vision for the personal development, attitude and safeguarding for all members of the Academy community.

- Developing, alongside our DSL, the safeguarding strategic vision and direction for the Academy, based on analysis of local and national safeguarding needs.
- Working to ensuring that the pastoral offer reflects the Academy's vision and values and those of our Trust.
- Playing an active role in raising the aspirations and ambitions of our students, their families and carers and the local community.

#### Specific Areas of Responsibility

- To be the Deputy Designated Safeguarding Lead for the Academy.
- To lead the Academy's daily response to safeguarding concerns and referrals
- To keep up-to-date, accurate and secure records of students with Child Protection plans and other social services or external agency involvement.
- To liaise with the Designated Safeguarding Lead daily, ensuring that all relevant safeguarding concerns are communicated to the Academy Leadership Team
- To coordinate the support and processes for Looked After Children.
- To deputise for the Designated Safeguarding Lead
- To offer support, advice and give a level of expertise regarding safeguarding to all members of the academy staff team, taking appropriate action when required.
- To model for all staff exemplary practice in terms of Safeguarding and Child Protection procedures.
- To triage concerns and referrals from staff, taking appropriate action and making direct referrals to Children's Services and other relevant agencies.
- To ensure that all staff have access to and understand the academy Safeguarding/Child Protection Policy.
- To ensure that PREVENT is communicated to staff and disseminate key info.
- To contribute to the review and update of policy documents relating to safeguarding.

- To contribute to Child Protection Conference and Core Group processes by either attending or ensuring that a relevant member of staff attends meetings and necessary paperwork is completed or appropriate documentation is available.
- To keep an accurate and up to date database of information on students who fall into safeguarding/child protection categories using CPOMS.
- To develop, track and monitor the reporting systems in CPOMS to prepare reports for the Leadership Team and the governing body regarding trends in safeguarding concerns and impact of interventions.
- To produce a half termly report to include all relevant safeguarding information and to work alongside the DSL to prepare the Annual Trust Safeguarding Report and Safeguarding Audit Documentation.
- To work collaboratively with the DSL to write, implement and review an annual safeguarding development plan.
- To ensure that Safeguarding and Child Protection training is part of the induction for all new staff in the academy.
- To ensure that visitors to the academy are fully aware of basic safeguarding procedures.
- To create training resources for safeguarding to be used by staff, governors, parents, and students.
- To provide supervision sessions for colleagues who work in safeguarding.
- To organise and take part in targeted safeguarding training and intervention programs for individuals and groups of students.
- To distribute information on safeguarding to staff, governors, parents, and students liaising with members of the pastoral team and the Head of PV.
- To maintain the upkeep of safeguarding notice boards and displays either around the academy or on the website.
- To hold responsibility for making and confirming arrangements with external trainers for the delivery of training for staff and governors within the academy.
- To arrange Child Protection and Safeguarding courses for relevant colleagues and to ensure the renewal of the courses are completed within relevant timescales.
- To work alongside the DSL in having oversight of the safeguarding provision for all students educated off site, liaising with external providers as appropriate.
- To Line manage the Academy Medical Officer

#### Communication:

- To respond to face-to-face, telephone and email enquiries with all staff and outside agencies.
- To maintain manual and computerised records/management information systems on safeguarding and child protection on CPOMS.
- To play a major role in initiatives and projects that may arise during the year.
- To ensure that all relevant safeguarding files and information is forwarded appropriately when a student transfers to another school or to post-16 education.
- To liaise directly with primary schools, playing a full part in the transition of students from year 6 to year 7 and the transfer of relevant safeguarding documentation.
- To establish constructive relationships with colleagues within the academy and across the sphere of safeguarding and child protection, communicating effectively with other agencies and professionals.
- To communicate key issues regarding individual students to relevant members of staff.

#### Other Pastoral Responsibilities:

- To work collaboratively with other members of the academy's pastoral team including the attendance team and SENDCO to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all students.
- To be a visible presence around the academy modelling high standards, motivation and persistence.
- To undertake a series of duties ensuring that students are safeguarded and observed during social times and between lessons.

- To sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community and be an excellent ambassador for the academy.
- To organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
- To attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- To attend and participate in relevant training, meetings and performance development as required.

Emotional Health and Wellbeing:

- To promote mental health and wellbeing, know how to support students and be a point of contact for students with regards to extra support which may be needed.
- To understand and lead aspects of the academy's work on ACES and be committed to being trauma informed with an understanding of what this means for students and their families.
- To actively celebrate diversity

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.