



Stoke Newington School
& Sixth Form

Recruitment Pack

Safeguarding Lead and DDSL

Immediate start
Permanent

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Safeguarding Lead & DDSL**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a "Good" school with many strengths. Our students are "proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils," and "teachers have strong subject knowledge and are passionate about their subjects."

The role involves leading on high-level safeguarding, mental health, neglect, and crisis support, managing a caseload of the most complex cases, and offering advice and support to colleagues in relation to less complex interventions. The postholder will act as the first point of contact in the school for any child protection issues and will lead the safeguarding team.

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices.
quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback.
given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive.
to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant
work in our books and our commendable behaviour.

Equality at SNS

**We are incredibly passionate about creating a fair and equal community within our school.
We set out these objectives to achieve and maintain an environment where every young
person feels valued, cared for, and empowered to succeed.**

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils;
especially pupils eligible for free-school meals, pupils with special educational needs and
disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist
language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between
different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular
life of the school, including leadership opportunities, especially pupils with special
educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and
more statistics about our school, please visit our page on the [Department for Education
website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Safeguarding Officer and DDSL

Immediate start

Scale 5, £28,883- £30,181

Monday – Friday, 36hrs per week, term time only,

08:30-16:30, 5 days a week on site

Permanent

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

Reporting to Lead Pastoral Counsellor, the postholder will work closely with colleagues across the school as Deputy Designated Safeguarding Lead (DDSL). The role involves leading on high-level safeguarding, mental health, neglect, and crisis support, managing a caseload of the most complex cases, and offering advice and support to colleagues in relation to less complex interventions. The postholder will act as the first point of contact in the school for any child protection issues and will lead the safeguarding team.

How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is **midday Friday 2nd May**.

Interviews will be held on **Monday 12th May**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.



Job Description

Title of Post: Safeguarding Officer and Designated Safeguarding Lead (DDSL)

Salary: Scale 5, £28,883- £30,181

Reporting to: Lead Pastoral Counsellor

Main Tasks and Responsibilities

Managing Referrals

- As DDSL, act as the first point of contact within school for any concerns potentially relating to Safeguarding and Child Protection.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils, as necessary.
- Be responsible for the management of safeguarding and child protection cases.
- Refer cases to the relevant authorities in a clear and timely manner.
- Coordinate and allocate welfare check, as necessary.

Working with staff and other agencies

- Act as the main point of contact between school and relevant external agencies.
- Act as a source of support, advice, and expertise for all staff in relation to safeguarding and CP issues.
- Make referrals to and liaise with the Local Authority and other agencies, as necessary.
- Participate in internal and external meetings, case conferences and reviews as required.
- Liaise with other members of the pastoral team as required.
- Work closely with the Pastoral and Counselling team.

Support for pupils and families

- Establish constructive professional relationships with pupils, parents, and carers.
- Ensure a culture of listening to children.
- Proactively foster safe reporting channels and trusted relationships which facilitate communication.
- Support and promote the safeguarding and welfare of children, including where families may be facing challenging circumstances.
- Signpost pupils, parents, and staff to available support as appropriate.
- Identify the impact that welfare, safeguarding and child protection issues might have on children's attendance, engagement and achievement at school and support them to overcome these.



- Mentor pupils who are or have been subject to Child Protection or Child in Need plans.
- Act as a key worker for identified pupils and their wider network (parents/social workers etc.)
- Support pupils to attend meetings with external agencies.
- Support pupils in completing relevant questionnaires prior to conference and reviews.
- Undertake home visits (with a colleague) as necessary.
- Be aware of and support 'difference.'
- Act as a first aider (training provided).
- Engage individual supervision.

Recording, holding, and sharing information

- Be responsible for keeping detailed, accurate, confidential, secure, and up-to-date written records of concerns and referrals.
- Be responsible for keeping safeguarding logs up to date and accurate.
- Be responsible for the secure and timely transfer or receipt of CP files as required and with confirmed receipt.
- Collate information for meetings, case conferences and reviews as required.
- Be responsible for ensuring that all reports and minutes of meetings are shared with the appropriate staff and professionals in a timely manner.
- Collate school records for external investigations as required.
- Prepare and provide reports for governors and SLT (Senior Leadership Team) as required.
- Ensure that all storage and sharing of information complies with data protection legislation and regulations.

Raising Awareness

- In liaison with the Deputy Headteacher (Pastoral), review and update the school's Child Protection and Safeguarding Policy annually in line with legislation.
- Ensure that all staff are aware of and understand the school's Child Protection and Safeguarding Policy and associated guidance.
- Communicate any relevant training opportunities to staff. Keep the Deputy Headteacher (Pastoral) informed of any CP concerns.
- Update key staff about ongoing issues and concerns relating to individual pupils.
- In liaison with the Deputy Headteacher (Pastoral), review, update, and act upon the school's annual Safeguarding Audit.
- Liaise with the nominated governor for Safeguarding and CP as required.

Personal Development

- Undertake DSL training at least every two years to ensure own knowledge is fully up to date in line with safeguarding and child protection legislation and best practice.
- Maintain a sound knowledge of strategies, resources, and external agencies available to support pupils and families.
- Attend Child Protection Network meetings and other relevant CPD to keep knowledge and training up to date and share good practice.



- This job description is not necessarily a comprehensive definition of the post, and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. The job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

General Requirements:

- The post holder must always carry out their responsibilities with due regard to policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Equal Opportunities

- Highest ambition for the achievement of every student.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of SEND students.



Personal Specification

		Essential	Desirable
	Criteria		
	Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels	✓	
	Knowledge of safeguarding best practices and legislation	✓	
	Understanding of legislation relating to school attendance	✓	
	High level of administrative and organisational skills	✓	
	Able to work as part of a team and contribute towards its success	✓	
	Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases	✓	
	Knowledge of educational legislation, guidance and legal requirements including Keeping Children Safe in Education	✓	
	Knowledge of Equal Opportunities, Human Rights and Data Protection legislation.	✓	
	Able to work to tight deadlines, managing and prioritising time effectively.	✓	
Skills & Abilities	Ability to work as part of a team.	✓	
	Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths	✓	
	Qualified first aider or willing to undertake the training	✓	
Qualifications	DSL training qualification or willingness to undertake		✓
	Working knowledge of relevant policies/codes of practice/legislation.		✓
	Understanding of statutory frameworks relating to teaching, according to particulars of the post.		✓
Knowledge and Understanding	Working knowledge of national curriculum in specialist area, according to particulars of the post.		✓
	Working in an environment where experiences included taking initiative and self-motivation	✓	
	Previous experience of working in a similar role	✓	
	Experience of working in an education setting		✓
Experience	Experience of managing MIS systems for reporting to management and other stakeholders	✓	
	Have an openness to learning and change	✓	
	Have a positive attitude to personal development and training		
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility		
	Demonstrate good interpersonal skills		
	Demonstrate integrity, confidentiality, impartiality and empathy.		
Personal attributes	Have good interpersonal skills		