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**LORDSWOOD BOYS’ SCHOOL**

**DEPUTY DESIGNATED SAFEGUARDING LEAD (non-teaching)**

***Start: September 2024.***

**Closing date: 1st August 2024, Midday  
(interviews to take place upon return to school in September)**

**Local government pay scale for support staff:**

**NJC 20 - 25 FTE (£30,296 - £33,945),**

**Pro Rata – Term Time + 2 weeks   
(£27,308 - 30,597)**

**Salary is entirely dependent on experience, qualifications and skillsets.**

**LBS Staff Welfare Plan included**

**We have a great opportunity for a Deputy Designated Safeguarding Lead to join our inspiring and growing School.** Do you have what it takes to contribute towards and continue to driving the dramatic improvements at Lordswood Boys’ School? Do you have the passion and commitment to deliver outstanding provision of support and wellbeing at the school? If so, this role at Lordswood Boys’ School might be the best career move you ever make.

The successful candidate will take the lead within the school to address the needs of students who need particular help in overcoming barriers to learning focusing specifically on wellbeing and developing resilience and confidence. The role will involve working directly with the Assistant Principal for Safeguarding and Wellbeing, and liaising and working with the Director of Inclusion & SENDCo and the Director of Behaviours & Attitudes. Additionally, you will work alongside an extensive pastoral team, as well as the wider teaching staff in order to build strategies and support for students. We are a small, yet expanding school, with around 560 students in year groups 7-11. If you want to make a difference to our students and support them to achieve their full potential, then this is the role for you.

**About Lordswood Boys’ School**

Lordswood Boys’ School is part of the Central Academies Trust (CAT). CAT was formed in September 2017 to specifically sponsor Lordswood Boys’ School with one ambition in vastly improving the life chances of the young men the school serves. An educational Trust with members and directors drawn from the highest achieving and highest profile schools in Coventry and Birmingham. Led by our Chief Executive, Mr Lee Williams the Trust incorporates members and directors from industry and higher education amongst other fields. Committed to raising achievement in challenging schools and to securing the highest of high equity, we will work relentlessly to change young lives in the Midlands. Any professional that joins in with our mission will have opportunities to work across our schools in the coming years as we seek to develop and promote our own staff into outstanding school improvement experts or leaders of curriculum innovation and world class standards in education. We do not lack ambition.

T**he successful candidate will:**

* Have experience of working in the safeguarding arena with a comprehensive portfolio of CPD related to Safeguarding and Child Protection.
* Be a dedicated member of staff who is able to contribute to whole school initiatives.
* Have very high standards for their own performance and that of the students.
* Look to work with driven and focused leaders in the fastest and most substantially improved school in the UK.
* Have excellent time management skills and be able to use their initiative to prioritise workload.
* Maintain confidentiality at all times.
* Be a strong student advocate.
* Act at all times as an ambassador for the school, in a manner which upholds its values and ethos.

**The ideal candidate will also:**

* Have excellent communication skills and the ability to build effective working relationships with colleagues and students at all levels
* Experience of using Microsoft Office and other IT based systems would be an essential
* Hold a full UK driving licence is essential to carry out home visits

**These are reasons why you might want to join us:**

* Lordswood Boys’ School was inspected by Ofsted on 15th & 16th February 2022 and was graded as a Good School. Read our inspection report by clicking [here](https://drive.google.com/file/d/1FxyMqMQnZw2MSuv1b4TXsalSSpvWfF_J/view?usp=sharing).
* The brand-new school building opened in March 2020.
* You have a track record in organising and managing different task and can work under pressure.
* The school is expanding rapidly.
* All employees have access to our Westfield Cash Plan which covers expenses such as optical, dental, well-being, etc.

**Key duties include those listed below and in the Job Description but are not limited to:**

* Work with the Lead DSL to deliver quality safeguarding provision for all students, and work with all staff to ensure that there is a shared understanding of safeguarding which is everyone’s responsibility.
* Work under the direction of the Lead DSL to ensure that all safeguarding, child protection and welfare concerns are dealt with appropriately and in a timely fashion.
* Work with the Director of Inclusion & SENDCo.
* Work with the Director of Behaviour & Attitudes.
* Liaise/meet with other schools and outside agencies (e.g. Early Help team, CAMHS etc.) as necessary to facilitate PEPs, CP, CIN and school transfers as necessary (in consultation with AP/SENCO).
* Support the implementation of strategies and processes to promote online safety, recognising the additional risks that children with SEN and disabilities (SEND) face online.
* Support the transition of students at key phases, including post 16, sharing information confidentially within settings.
* Support the Lead DSL to ensure the school’s child protection policies and all other safeguarding updates are known, understood and used appropriately through appropriate training for all staff, and support the delivery and provision of training to all stakeholder groups.
* Maintain all safeguarding trackers and records with detailed, accurate, secure written records of concerns and referrals.
* Work directly with children in need and their families in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
* Support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
* Provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
* Maintain an ethos of high expectations in relation to students' behaviour, attendance, punctuality and personal presentation.
* Work flexibly on a variety of tasks according to the school’s needs, completing any other reasonable requests made by the Head of School, Deputy Headteacher or the Trust.
* Complete home visits as and when required to support our most vulnerable students, carry out safe and well checks, and identify barriers to attendance (to be discussed at interview).

**Whilst this role is predominantly term time there is a requirement for the successful candidate to work an additional 10 days per year during holiday times, in agreement with the Head of School.**

If you require further information or an informal discussion contact Rajdip Kaur Kang, Head of School, details as follows:

E: [r.kang@lordswoodboys.co.uk](mailto:r.kang@lordswoodboys.co.uk)

T: 0121-464 2837

**Our Commitment**

Lordswood Boys’ School is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Candidates will be required to submit the names of two referees, one of which must be your most recent employer.

**Candidates will be expected to inform us of their salary aspirations. The school is prepared to negotiate to secure the right colleague.**

**Closing date: 1st August 2024, Midday.**

**Post title:** Deputy Designated Safeguarding Lead

**School:** Lordswood Boys’ School

**Pay range:** Point 20-25

**Line manager:** Assistant Principal for Safeguarding and Wellbeing

**Supervisory responsibilities:** None

**Purpose:**  To support all safeguarding and child protection matters that arise in school (including online safety), ensuring that the school is meeting its legal statutory requirements as laid out in Keeping Children Safe in Education 2023. The Deputy DSL will be responsible for liaising with local statutory children’s services and agencies, and with the key local safeguarding partners. They will take part in discussions and inter agency meetings to contribute to the assessment of children. They will manage internal and external referrals and provide support, advice and guidance to other staff on child welfare, safeguarding and child protection matters.

**Job Description:**

**T**his job description should be read in conjunction with ‘[Annex C – Role of the Designated Safeguarding Lead’ in Keeping Children Safe in Education (2023).](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)

* Refer all cases of suspected abuse of any pupil at the school to the Local Authority children's social care, ensuring that a response is received and recorded.
* Take part in strategy discussions and inter-agency meetings and/or supporting other staff to do so, and to contribute to the assessment of children.
* Support the DSL to monitor the academic progress of pupils in need, contributing to reviews of individual pupil progress, sharing feedback from agencies/professionals who are working with the pupil/family.
* Provide support for students and their families in order to ensure that concerns are addressed as quickly as possible and appropriate referrals, interventions and support are put in place.
* Respond to safeguarding concerns raised through the online reporting system, ensuring that all follow up is documented robustly.
* Refer cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern, and cases where a crime may have taken place to the police.
* As required, liaising with the Lead DSL, Head of School and Trust, in respect of police investigations or investigations under Section 47 Children Act 1989.
* Undertake early help assessments for identified pupils and their families, and act as lead professional where appropriate, working collaboratively with external agencies.
* Maintain a culture of high aspirations for all pupils who are currently experiencing, or have previously experienced welfare, safeguarding and child protection issues, and support all staff to identify the challenges that pupils in this group might face and the additional academic support and interventions required to best support these children.
* Support the DSL to create an overview of how the curriculum teaches key themes of safety (including online safety and anti-bullying), and contribute towards the capture of Pupil Voice about safety at school.
* Remain current and updated on professional practices and developments, informational technologies, and educational research, pertinent to safeguarding and wellbeing.
* Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.
* Support the delivery of safeguarding sessions to students.
* In liaison with the Lead DSL, ensure the school's safeguarding/child protection policy and its implementation is reviewed at least annually, is up to date, and is in line with the Trust’s policy.
* Share information about the welfare, safeguarding and child protection issues that children are experiencing, or have experienced with key adults within the school.
* Submit regular half termly reports relating to safeguarding concerns.

**Administrative and Support Responsibilities:**

* Complete day-to-day administrative tasks, including data input and record-keeping, ensuring confidential files are maintained with sufficient detail and that actions are completed and logged for all safeguarding related activities.
* Contribute to the analysis of safeguarding data, producing reports and making recommendations to inform practice, processes and systems.
* Prepare detailed reports and evidence relating to safeguarding and wellbeing for presentation to relevant authorities.
* Maintain accurate and organised records of all welfare and child protection concerns brought to the attention of the school by staff, members of the public or other professionals.
* Assist with examination invigilation and cover lessons during staff absences.
* Contribute to the development of school policies and procedures related to safeguarding and wellbeing.
* Provide supervision in lunch/break duty as required.

**Community Engagement:**

* Foster positive relationships with parents and carers so that interventions and support may be put in place quickly and effectively when required.
* Strengthen partnerships with families, neighbours, the local community, other schools, services, and the local authority.
* Contribute to the development of the education system by sharing effective practices and promoting innovation.
* Support equality of opportunity, tackle prejudice and discrimination, and contribute to staff wellbeing.

**Professional Qualifications, Training and Characteristics**

* Two A-levels and five GCSEs, including English and Maths.
* Recognised qualifications in Safeguarding and Child Protection.
* Commitment to ongoing professional development and staying updated on educational initiatives.
* High professional standards, flexibility, innovation, and excellent communication skills.
* Ability to work effectively under pressure, multitask, and meet deadlines.
* Strong organisational and problem-solving skills that support the ability to work autonomously whilst thinking critically to offer quality ideas to continue developing the provision for pupils.
* Commitment to equality, diversity, and the promotion of students' achievements and talents.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.