

JOB DESCRIPTION

NAME:

POST:

Deputy Designated Safeguarding Lead

RELATIONSHIPS:

The post holder reports to the Designated Safeguarding Lead and Principal in all matters relating to this post.

PURPOSE:

To hold delegated responsibilities on behalf of the Designated Safeguarding Lead. To support the social and emotional development of students and reduce the risk of harm. To support attendance management strategies where attendance and punctuality are a concern. To support students to overcome their barriers to learning and maximise the opportunities provided for them. To support students who may be exhibiting behavioural, emotional or social problems in school to achieve their full potential. Working positively with families and other agencies, leading on Early Help support.

DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities pertaining to this position are to be read in conjunction with the Academy's Child Protection Policy, Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

Support for Students:

- To monitor behaviour, emotional and social issues within all year groups in the Academy and make positive interventions when necessary, working with other relevant staff.
- To monitor attendance and truancy patterns, particularly Persistent Absence and work with the Education Welfare Officer (EWO) and other staff to devise and implement intervention strategies to improve attendance and punctuality.
- To identify personal issues that are affecting students' performance at school and share this information with relevant staff in order to help the student maintain curriculum progress.
- To help create and implement Pupil Profiles and intervention planning and monitor their success.
- To help create and implement individual attendance support plans and monitor their success.
- To support students in lessons who are experiencing difficulties connected to safeguarding issues on request.
- To contribute to developing a positive ethos.
- To work to raise the self-esteem and personal, social development of all students.
- To identify and contribute to adoption of best practice across the school in all areas of pastoral care and behaviour management support.
- To articulate and support the school rules and dress code with all students.

Support for Parents/Carers:

- To plan and coordinate Parent Support Groups and training sessions as appropriate in conjunction with the Early Help Team, taking on the role of Lead Professional.

Inter-Agency Working:

- To initiate contact with other agencies including consulting with the MASH and making appropriate and timely referrals on behalf of the Academy and parent/carers. To liaise with all parties on a regular basis under the direction of the DSL or SLT.
- To act as Lead Professional for pupils and families requiring Early Help assessments and interventions.
- To represent the Academy when requested at Interagency or other professional meetings.
- To ensure the maintenance of accurate and up to date student information on the Schools Information Management Systems including My Concern.
- To ensure all the Academy team is able to respond to all safeguarding matters within the appropriate timescale.

Administration:

- To ensure that all protocols and procedures implemented compliment the whole school systems in place with discussion initiated with the Line Manager as appropriate.
- To contribute to the completion of the Annual Report to AAC and Annual Safeguarding Audit.
- To complete all administration in respect of Early Help Assessments and TAF minutes.
- To undertake any other appropriate duties, as requested by the Principal, to assist with the efficient running of the School's support services.
- To attend and participate in meetings as required.
- To participate in training and other learning activities as required.
- To plan and deliver Safeguarding training to Trust staff and maintain accurate training records.

General:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and students to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all school policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Business Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

CONFIDENTIALITY:

The nature of the postholder's responsibility means that during the course of employment there will be sight of or access to information of a confidential nature relating to the work of the school and the health or personal affairs of pupils. Under no circumstances should such information be divulged or passed to any unauthorized person or organization.

ADDITIONAL INFORMATION:

Throughout the Academy it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Associate Principal or nominated representative (in consultation with the post holder) to reflect the changing needs of the Academy.

This is an outline job description only and the postholder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Associate Principal or his/her representative.

ARRANGEMENTS FOR PERFORMANCE MANAGEMENT:

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.

The postholder will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The postholder will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The performance management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTE:

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Post Holder: Date:

Principal: Date:

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

**TREGONWELL ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES
HIGH EXPECTATIONS, SUPPORT, CHALLENGE**