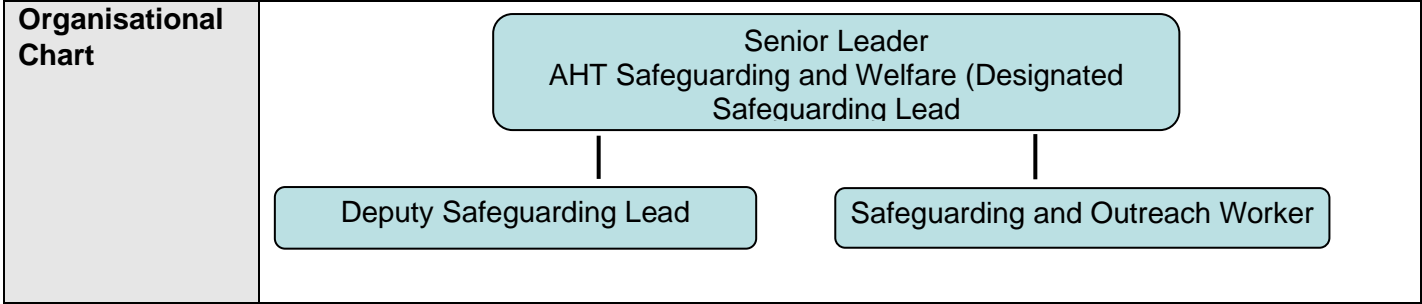




Maiden Erlegh School in Reading
Job description

Role	Deputy Designated Safeguarding Lead	Reports to	Assistant Headteacher and DSL
Grade	Grade 7, SP25	Hours of work	37 hours per week, term time only plus 5 INSET days. Plus an additional 2 weeks to provide safeguarding support over the school holidays
Purpose	Deputy Designated Safeguarding Lead: <ul style="list-style-type: none"> To deputise in the absence of the Designated Safeguarding Lead (DSL) for all responsibilities as detailed in Keeping Children Safe in Education To undertake regular training to ensure knowledge of safeguarding is to the highest level To liaise with the DSL in respect of police investigations or investigations under section 17/ 47 Children Act 1989 or Early Help support which involve the School. To 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 To support with training staff new to the school You may also be required to undertake such other comparable duties as the Headteacher or DSL require of you from time to time. 		
Scope	Main contacts: students, staff, parents, Local Authority and other external agencies	Staff responsibilities: None	Financial accountability: None
Accountabilities	Key Responsibilities <ul style="list-style-type: none"> Refer all cases of suspected abuse of any pupil at the school to children's social care; Support families with referrals for Early Help support where required. Make referrals to relevant external agencies, including charities, in order to support children and families, as required Escalating concerns within organisations if required to ensure the safeguarding of children is paramount Supporting staff who make referrals to local authority children's social care; Liasing with the DSL to refer to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff; As required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member); Taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children; Attend Child Looked After Reviews and liaise with the Designated Teacher for Looked After Children Coordinate and oversee support as a school for children who are on Child Protection, Child in Need or Early Help plans, liaising with the Safeguarding and Outreach Worker as required to ensure case load is managed effectively and students/families are appropriately supported. Referring cases to the Channel/PREVENT programme (and supporting staff who make referrals) where there is a radicalisation concern; 		

	<ul style="list-style-type: none"> • Making referrals to the police where a crime may have been committed which involves a child. • Where required, attend persistent absence panels and/or support effective liaison with the school's attendance lead & educational welfare to ensure good attendance at school • Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely • When students move school, ensure their safeguarding file is sent to the new establishment immediately and securely • Liaise with attendance officer around sighting visits for students absent from education • Support students under EBSA (Emotional Based School Avoidance) and liaise with relevant professionals • Maintain a culture of high aspirations for all pupils who are currently experiencing, or have previously experienced welfare, safeguarding and child protection issues • Support DSL as required with reports required for Senior Leadership Team, Governors and Trust • Support the DSL to ensure all staff have safeguarding induction and receive frequent updates so that they are able to recognise and report any concerns immediately • Undertake regular training to ensure knowledge is kept to the highest level, this includes completing DSL Training every 2 years • Supporting staff through providing advice and guidance where needed and attending meetings where required • Inform the DSL (and Headteacher in their absence) of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations. <p>You may also be required to undertake such other comparable duties as the Headteacher or DSL require of you from time to time.</p>
Personal Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • A caring and positive attitude sensitive to student needs • Ability to build supportive, positive relationships with students and their families • Experience of working within the Safeguarding/ Child protection context • Understanding of local safeguarding procedures and processes • A thorough understanding of the different forms of abuse • Have a clear understanding of the risk factors of poor attendance, substance misuse, ACES, Discrimination, and community context on safeguarding children. • A knowledge of local support available to families e.g. charities • The ability to show empathy, and non-judgemental understanding of difficult family circumstances – giving families support and guidance to better the situation. • Assertive within professional contexts, in order to always promote the needs of the students with whom we work. • Ability to use own initiative and manage their time/case load • NVQ Level 2 or equivalent in English and Maths • Ability to work with a team working environment and also able to work independently • A sense of responsibility • Confidentiality at all times • Calm under pressure, adaptable and energetic • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation, training and learning from others) • Ability to travel for meetings as required



Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check

Signed (postholder)Date