



JOB DESCRIPTION

Assistant Headteacher – Designated Safeguarding Lead

REPORTS TO:	Associate Headteacher
PAYSCALE:	Leadership Scale Point 13 – 18 (£60,785 - £68,576)
LOCATION	Burnt Mill Academy
TERMS:	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Executive Head Teachers, Head Teachers and Heads of School.
CONTRACT:	Permanent, Full time

PURPOSE OF THE JOB

- To take lead responsibility for safeguarding and child protection at BMAT Academies
- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at BMAT Academies and support vulnerable families.
- Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children.
- To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

Liaison with:

- The post-holder will be expected to network and liaise with Parents, Executive Head teacher, Headteacher, Teachers and across the range of external providers, Academies, community and coordinator networks to ensure a consistency of approach regarding safeguarding across the Trust Academies.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Specific Responsibilities

- As required, liaise with the “case manager” (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member)
- Act as a source of support, advice and expertise for staff.
- Ensure each member of staff has access to and understands the Academy’s child protection policy and procedures, especially new and part time staff.
- Liaise with the Executive Headteacher and or Headteacher to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Report to LABs and Trustees
- Contribute to the SCR in each Academy by monitoring the training and expiry dates of Trust members.
- DOSP/S to support and advise the Academies on complex cases.
- DOSP/S to provide supervision for the DSLs and their Deputies, to support their wellbeing.
- Source relevant assemblies for the Academies through charities and other organizations.
- Contribute to Trust Safeguarding reviews.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Obtain access to resources and attend any relevant or refresher training courses
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required.
- Refer cases of suspected abuse to the local authority children’s social care as required.
- Support staff who make referrals to local authority children’s social care.
- Support staff who make referrals to the Channel programme.
- To attend to the specific needs of children in need, those with special educational needs and young carers.
- To keep detailed, accurate, secure written records of concerns and referrals on ‘MyConcern’
- Use MyConcern to identify patterns, advise Academies and support in sign posting.
- Those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children.
- To plan and initiate and deliver Safeguarding and related training within the Trust.
- Understand and support the Academies with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.

Main Expectations of the role

- Ensure that the BMAT Academy child protection policies are known, understood and used appropriately.
- To co-chair the Safeguarding cluster meeting with the Director of Safeguarding Primary/Secondary Phase.
- To attend the regular local Essex Safeguarding Forum meetings.
- Ensure that the BMAT Academies child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Academies in this
- To maintain relationship with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- To undertake Prevent awareness training
- To undertake Safer Recruitment Training
- To support and advise with permanent exclusions.
- Line manage named Learning Mentors where appropriate.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Assistant Headteacher: Designated Safeguarding Lead			
		Essential	Desirable
Qualifications and documentation	1. Good standard of education including English & Maths at GCSE grade C or above 2. Enhanced DBS and validated references 3. Eligibility to work in the UK 4. Level 3 Safeguarding qualification	✓ ✓ ✓	✓
Experience	1. Demonstrate experience of working effectively with Vulnerable children/ young people in either education, social work, youth worker or another related area of work 2. Extensive experience of working effectively with the parents / carers of children / young people 3. Extensive experience of working effectively with a range of professionals to promote children's/young people's learning or welfare 4. Experience of working with children including work within child protection and multi-agency liaison 5. Previous experience as a safeguarding officer or representative	✓ ✓ ✓ ✓ ✓	
Knowledge	1. Good knowledge of Microsoft Office 2. An understanding of ECAF and the Early Help process 3. Knowledge of Academy's information systems (Bromcom) 4. Knowledge of 'Framework for the Assessment of children in need and their families' 5. Demonstrate knowledge of the range of additional support/Agencies which can be of assistance to vulnerable pupils /Students and families 6. Basic knowledge of first aid	✓ ✓ ✓ ✓	✓ ✓
Skills / Competencies	1. Good numeracy/literacy/ICT skills 2. Good communication skills 3. Good organisational skills 4. Ability to maintain student records and write other short reports as required 5. Ability to motivate children/ young people by establishing empathic and supportive working relationship 6. Ability to produce concise and complex reports 7. Ability to relate well to children and adults 8. Ability to work on one's own initiative, balance competing priorities and organise a work schedule 9. Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities 10. Discretion, tact and diplomacy 11. Attention to detail.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal Qualities	Characterised as: 1. A role model for others with a high degree of integrity and professionalism.	✓	

	2. A belief in the ability of children and young people to achieve and to overcome obstacles to their learning.	✓	
	3. Committed to future professional development	✓	
	4. Committed to safeguarding children	✓	
	5. Committed to equal opportunities	✓	
	6. Commitment to the overall success of the Academies	✓	
	7. Calm under pressure and flexible in approach.	✓	
	8. Emotionally intelligent and self-aware	✓	
	9. Flexible and adaptive approach to work	✓	
	10. Proactive, enthusiastic, optimistic and innovative.	✓	
	11. Shows initiative and demonstrates a 'can do' approach	✓	
	12. Sensitivity to the needs of others		
	13. Reputation for firm and fair behaviour management.	✓	
	14. Reliable and resilient with a strong sense of gravitas.	✓	
	15. Values and behaviours suitable for working with children and young people.	✓	
	16. Hold a full drivers licence and have access to own car/transport.	✓	