

TORQUAY GIRLS' GRAMMAR SCHOOL



- Job Description:** - Assistant Headteacher – Designated Safeguarding Lead
- Salary Range:** - L10 – 14
- Responsible to:** - Headteacher
- Job Purpose:** - To be the Designated Safeguarding Lead

To support the Headteacher and other members of the Senior Leadership Team in planning, leading, developing and supporting the academic and pastoral elements of Torquay Girls' Grammar School.

All members of the Senior Leadership Team have a collective responsibility for teaching and learning and maintaining high standards of pupil behaviour and wellbeing.

OVERALL RESPONSIBILITIES

The Designated Safeguarding Lead is responsible for taking the lead responsibility for safeguarding and child protection (including online safety). Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and interagency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children. They are a key senior leader in the school's duty to safeguard children, including through areas such as the safeguarding curriculum and attendance. The Designated Safeguarding Lead will work with the senior team to further embed a strong culture of safeguarding through all stakeholders in the school.

As Designated Safeguarding Lead you will:

- Safeguard pupils as the Designated Safeguarding Lead (both in school, and where necessary, through home visits)
- Lead teams across the school strategically focused on the safeguarding curriculum and keeping children safe
- Work with families, empowering them to gain the most from educational opportunities and extended services
- Ensure accurate and effective reporting and logging of safeguarding concerns (for example through training of staff and monitoring of systems - CPOMS)
- Ensure appropriate, timely responses to safeguarding concerns (including attendance)
- Work with other leaders to embed a culture of safeguarding throughout the school (including the safeguarding curriculum)
- Work closely with other key members of staff, working effectively to support pupils and families
- Keep up to date with safeguarding updates, legislation and guidance; disseminating this information to the appropriate staff
- Ensure staff are appropriately trained to deal with safeguarding issues
- Ensure that information is shared appropriately and timely
- Guarantee the voice of the child is heard throughout the school's safeguarding work
- Further develop and embed effective external relationships, including the local community and other stakeholders
- Attend and contribute to relevant meetings (for example child protection conferences, core group meetings and academy reviews), leading where appropriate

- Report to and share information with key stakeholders (for example LADO, Astrea Regional Director, Local Governing Committee)
- Regularly update the Headteacher on key contextual safeguarding priorities and disseminate training and information to staff.

All Assistant Headteachers will:

- Attend school meetings as appropriate
- Collaborate as a member of the Senior Leadership Team to develop the shared vision for the school
- Play a major role in determining future strategy for the School
- Provide the Trustees with relevant and accurate information relating to their strategic areas of responsibility
- Contribute actively towards the formulation and consistent implementation of all school policies and procedures
- Agree to challenging subject targets, including pupil attainment targets, ensuring rigorous monitoring, evaluation and review of progress towards these
- Ensure high quality teaching and learning in line managed areas and proactive line management of colleagues
- Contribute to the School's self-evaluation process and school development plans
- Be involved in the process of appointing new staff including the shortlisting and interview process
- Be actively on duty at break, lunch and before and after school
- Deliver whole school, house and year group assemblies
- Share in the management of pupil behaviour incidents, making recommendations to the Headteacher regarding exclusions and facilitating the process of pupil readmission
- Actively participate in the monitoring, evaluation and review of teaching and learning in line managed subject areas. Manage any capability or disciplinary procedures in line with the school policy, where appropriate
- Be a core part of the performance management review process, setting targets and reviewing progress
- Deliver extra-curricular activities and trips
- Promote equal opportunities and celebrate diversity in all aspects of the School
- Play a full part in the life of the school community, to support its values and ethos, encouraging others to follow this example
- Comply with the School's Health and Safety policy and undertake risk assessments in line with national requirements where necessary
- Show a record of excellent attendance and punctuality
- Adhere to the school's non-negotiables, policies and procedures
- Teach classes in their specialist subject area (or as directed by the Headteacher) and assist in the development of schemes of learning, resources and assessments
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Contribute to the school's INSET programme
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings and community events
- If required, attend Trustee meetings
- Agree to an Enhanced DBS checking being carried out
- Be role models for professional practice in the school
- To line manage colleagues as appropriate
- Make a distinctive contribution compared with other teachers
- Contribute effectively to the wider team.
- Carry out other tasks commensurate with their position, as directed by their line manager or the Headteacher

REVIEW OF DUTIES

The specific duties attached to any leadership post are subject to annual review and may, after discussion with the Headteacher, be changed.

Signed: Date: