

## **Assistant Headteacher (Safeguarding and Pastoral)**

**Leadership Point: L6-L10**

### **Main Purpose of the Post:**

- To be the Designated Safeguarding Lead (DSL), taking lead responsibility for safeguarding and child protection across the school (including online safety).
- To strategically manage Whole School Attendance.
- To oversee Alternative Education and Off-Site Directions.
- To be an established and high-profile member of the school's senior leadership team.
- To lead upon and contribute to important wide-spread and varied whole-school development as part of this team.
- To be specifically accountable at strategic and operational levels for the delivery of the whole school safeguarding strategy.
- Overseeing the work of the Deputy Designated Safeguarding Leads (DDSLs) and Attendance Team working in liaison with Assistant Headteacher (Behaviour and Attitudes) on the most significant pastoral welfare and safeguarding related matters.
- Manage pastoral care, student welfare and child protection procedures effectively.

### **Specific Safeguarding DSL duties**

- Child Protection and Safeguarding Policy Implementation.
- Develop, review and update the school's safeguarding and other relevant policies, ensuring they are compliant with KCSIE guidelines. This work will be done in liaison with other SLT, to ensure all our policies work together.
- Ensure all staff members, including teaching, support, and external professional services staff, are aware of and adhere to the safeguarding policies and procedures.
- Promote a strong culture of safeguarding amongst staff, students, parents, governors and other stakeholders, communicating regularly.
- Ensuring the school provides up-to date, relevant advice/training and support to enable the school community to have the knowledge and understanding of all current safeguarding policies and best practice.
- Leading, advising and supporting other members of staff on child welfare, safeguarding and child protection matters, and in liaising with relevant external agencies.
- Ensuring through in-service training (INSET), networking, wide-reading and discussion with relevant colleagues, an up-to-date knowledge, including an understanding of the latest developments with the Ofsted framework.
- Ensuring school leaders (including the Governing Body) have an appropriate strategic overview and evaluative evidence of safeguarding and child protection.
- To work with members of the leadership team to continue to improve the educational experience and outcomes of students.
- Working with other leaders, take a leading role in the aim of establishing and maintaining an environment which promotes and secures a high level of attendance and effective educational engagement.
- Taking the lead responsibility for all safeguarding concerns and incidents, ensuring they are recorded, reported, and managed appropriately.
- Working closely with the Deputy Designated Safeguarding Lead (DDSLs), Alternate Designated Safeguarding Leads (ADSLs), Pastoral Team and Attendance Teams and Assistant Headteacher (Behaviour and Attitudes) in ensuring all students are safeguarded.
- Collaborate with external agencies, such as social services and the police, to address safeguarding concerns and coordinate appropriate interventions. Refer cases to the Channel programme where there is a radicalisation concern and support staff who make referrals.

- Inform and keep the Headteacher abreast of safeguarding issues in the school.
- Liaise with the Headteacher and the Local Authority Designated Officer(s) (LADO) for child protection concerns in cases which concern a staff member, volunteer or adult.
- Liaise with the School Nurse and Counselling providers where safeguarding concerns are linked to mental health.
- Liaise with the Assistant Headteacher (Behaviour and Attitudes) on attendance data, to identify safeguarding or other issues that may impact on students' learning and achievement.
- Liaise with the ICT Network Manager to ensure effective filtering and monitoring of the school's network, promoting online and digital safety and following up any safeguarding concern or inappropriate use with the Pastoral Team.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
- Maintain provision of regular supervision for colleagues, in liaison with the Pastoral Team.
- Oversee the use of MyConcern and the delegation/distribution and action of the caseload to the Pastoral and wider Safeguarding team.
- Meet with the nominated Linked Safeguarding Governor termly to discuss safeguarding compliance and ensure that the governors are fully up to date.
- Lead the regular Safeguarding Team meetings.
- Attend local safeguarding cluster meetings and meetings with other DSLs at other local schools, as required.
- To lead on case management of the most vulnerable students.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- To be prepared to facilitate home visits to families to verify students are 'safe and well' for purposes of those missing education (CME) and/or to carry out discussion/assessments to provide on-going support for safeguarding purposes with the Family Liaison Officer.

### **Training and Education**

- Arrange, provide and deliver regular safeguarding training sessions and updates (termly) for all staff members and governors, ensuring they are up to date with the latest KCSIE requirements, safeguarding practices and procedures. This includes annual training and in-year training for new staff joining throughout the year.
- Provide ongoing support and advice to staff regarding the identification and reporting of safeguarding concerns.
- Understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation and being drawn into terrorism.
- Understand the unique risks associated with online safety and ensure staff training is current.

### **Record-Keeping and Documentation**

- Maintain accurate and up-to-date records of all safeguarding concerns, incidents, and actions taken, in compliance with legal and regulatory requirements. Ensure decision making is clear in the records, with any lessons learned.
- In relation to data protection, understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Ensure confidentiality and sensitivity when handling safeguarding information, adhering to data protection policies and procedures.
- Contribute to 'Individual Pupil Risk Assessments' and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- Monitor and review safeguarding records to identify patterns, trends, or areas for improvement, and implement necessary changes to safeguarding practices.
- Collate qualitative and quantitative data and produce reports (including a termly report to Headteacher, SLT and governors) to facilitate monitoring and evaluation.

- Monitor issues surrounding harmful sexual behaviour and manage responses.
- Oversee the processes around in-year transfers including secure transfer of child protection files, within the specified time set out in KCSIE, and consider whether it would be appropriate to share any additional information with the new school before the child leaves.
- Oversee the processes for receiving information from the previous schools of new joiners, including nil returns, within the timescale specified by KCSIE, whether this is in-year or at the start of an academic year.

### **Whole School Attendance**

- Ensure attendance policy and practice is compliant and effective.
- To ensure attendance is strategically monitored, analysed and appropriate action taken where necessary.
- To drive good attendance throughout the school and within leadership thinking.
- To develop an impactful reward system to improve student attendance.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.

### **Alternative Education & Off-Site Direction**

- Manage and oversee all alternative education and off-site directions.
- Ensure policy and practice is compliant and effective.
- Work closely with the Deputy Designated Safeguarding Lead to ensure placements are used strategically.
- To work closely with parents to ensure the placements are working for all.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.

### **Designated Teacher for Looked After Children**

#### **Teaching and learning**

- Set high expectations of looked-after and previously looked-after children's learning, and ensure teachers set targets that accelerate progress
- Advise teachers on differentiated teaching strategies appropriate for looked-after or previously looked-after children
- Advise on the use of assessment for learning approaches to improve the progress of looked-after and previously looked-after children, and help them and their teachers understand where they are in their learning and their next steps
- Have overall responsibility for target setting for looked-after children and previously looked-after children in school including monitoring and tracking attainment progresses, and ensuring that identified actions are put in place

#### **Working with staff**

- Ensure that they themselves, and other school staff, have strong awareness, training and skills around the specific needs of looked-after and previously-looked after children and how to support them

#### **Working with carers, parents or guardians**

- Act as a central point of contact for carers, parents or guardians to promote good home-school links
- Fully involve carers, parents or guardians in any decisions made about their child's education
- Work with carers, parents and guardians to understand the emotional and behavioural needs of the child

### **General Duties of Members of the Senior Leadership Team**

To carry out the duties of a school teacher as set out in paragraphs 64 to 67 of the School Teachers' Pay and Conditions Document 2020. To carry out such professional duties which the Headteacher may reasonably ask you to undertake.

In addition you are required to undertake the following responsibilities, which may or may not be included above:

- Assume **responsibility** for the management of the school in the absence of the Headteacher and the Deputy Headteacher.
- **Support the Headteacher** in providing a clear direction for the development of the school.
- To make strategic evaluations of teaching, learning, and personnel issues as **a supportive and well-motivated team member**.
- To support the school in securing effective education for all pupils and the **continuous improvement of teaching and learning** in the school.
- To take a leading role in establishing and maintaining the **ethos of the school**.
- Contribute to management decisions on all aspects of policy, development and organisation by playing **a significant role** in the preparation, implementation and monitoring of the school's development plan.
- To lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation **through effective teaching**
- To have a **leading responsibility** for matters relating to the social, behavioural and academic progress of pupils.
- To take a **leading role** as a line manager within the Performance Management procedure. Supporting staff to meet personal and professional targets
- To **liaise** with parents/carers and outside agencies on all relevant matters relating to the school.
- To encourage moral and spiritual growth and civic and social responsibility amongst pupils.
- To liaise with the Governors, when appropriate, to facilitate their overview of school management.
- To manage **innovation and change**, working collaboratively.
- To have knowledge and understanding of the current use and future potential of ICT in assisting with the collection and analysis of performance data.
- To **maintain confidentiality** and observe Data Protection guidelines.
- To comply with the requirements of Health & Safety and other relevant legislation and documentation.

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder