

Job Description for the Post of Assistant Principal – Designated Safeguarding Lead (DSL), Carew Academy

Reporting to: Principal

Line Managing: Deputy Designated Safeguarding Leads (DDSLs)

Working With: Leadership Team, Teachers, Support Staff, Therapists, Psychologists, Families, Social Services, Local Governing Body, External Agencies, Partner Schools

Job Purpose:

The Assistant Principal - Designated Safeguarding Lead (DSL) is responsible for providing strategic leadership and operational oversight of safeguarding and child protection across the school. As a key member of the Senior Leadership Team, the post holder ensures that the welfare, safety and wellbeing of all students are prioritised, embedded and consistently upheld in all aspects of school life.

The role leads on the development, implementation and monitoring of safeguarding policies, systems and practices, ensuring compliance with statutory requirements and promoting a strong safeguarding culture among staff. Working closely with colleagues, families and external agencies, the Assistant Principal – DSL ensures that all concerns are effectively managed, that vulnerable students are identified and supported, and that barriers to learning are addressed to enable every student to achieve their full potential.

General Responsibilities:

1. Serve as a senior member of the Extended Leadership Team, holding lead responsibility for all safeguarding and child protection matters at Carew Academy.
2. Contribute to the collective responsibility for the welfare and wellbeing of all pupils.
3. Undertake reasonable tasks or instructions issued by the Principal or the SLT.

Key Responsibilities:

Leadership and Management

- To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management, working in conjunction with the Principal as part of the Senior Leadership Team.
- As a member of SLT, to contribute to the leadership and management of the whole school and in particular taking the strategic lead for an agreed area of work.
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.
- To deputise for the Principal or Vice Principal in their absence.
- To take overall responsibility for the operational running of the school one day each week on a rotational basis with the rest of SLT.
- To assist in the organisation, development and maintenance of communication systems within the school, with families and governors.
- To play an active role in the Performance Management/appraisal process for teachers and TAs, including acting as an appraiser.
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- To contribute to the school improvement planning and school self-evaluation process as appropriate
- To be a proactive member of the Leadership Team and act as a professional role model.
- As Appraiser and Appraisee, to participate in the performance management/appraisal process agreed in school, in line with national guidelines and school policy.
- To keep abreast of developments within education and the special sector at local, national and international level.
- Attend and deliver school based in-service training.
- Take an active part in identifying and working on one's own professional development needs.
- Attend weekly staff meetings and staff training.
- To play a full and active part in the life of the school.
- Undertake any other duties as reasonably required by the Principal
- To establish and maintain a positive regard towards both pupils and staff.
- To promote links between the school and pupils' families, external agencies and the wider community.

DSL Key responsibilities

- To lead and manage the DDSLs, to provide regular supervision and leadership oversight of open cases and reported cause for concern referrals by staff through the sharing of information.
- To utilise funding, training, resources, status and authority within Carew Academy to carry out the duties of the post including committing resources, and where appropriate, training, advising, supporting and directing other staff to act to safeguard and promote the welfare of students.
- To promote and safeguard the welfare of all students and ensure that safeguarding and child protection are key priorities for all staff.
- To be available for staff to discuss any safeguarding and child protection concerns.
- To identify training needs to ensure appropriate safeguarding training is in place for all staff and training records are maintained.
- To ensure that record keeping is timely, accurate, comprehensive, and securely stored, including thorough use of the CPOMs electronic system of recording.
- Play a full and active role in supporting and promoting every aspect of the life of the school.
- Accept the collective responsibility of the Extended Leadership Team and respect its confidentiality when this is agreed to be necessary.
- Lead and chair 'risk and review' meetings for the schools most vulnerable students
- Attend Senior Leadership Team and Local Governing Body meetings as appropriate.
- Complete safeguarding audits as required by the LA and the Principal.
- Participate in the OHC&AT forums, as appropriate, in order to share good practice and innovation to maximise the benefits to students. Including the DSL forum, Mental health leads forum and the annual safeguarding conference.

Working with staff and other agencies

- To be Team Leader/Appraiser for identified members of staff in the safeguarding team.
- Act as a source of support, advice and expertise within safeguarding and child protection for all staff
- Act as a point of contact with the safeguarding partners
- Inform the Principal of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with the Principal and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- To create and establish links with safeguarding organisations and agencies for continual improvements to the school's approach to safeguarding and child protection
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Promote mental health and wellbeing for all students and staff.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of students, including where families may be facing challenging circumstances

Work with the Principal and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:

- Knowing the welfare, safeguarding and child protection issues that students are experiencing, or have experienced
- Analyse and present data to identify trends, patterns and correlations to inform strategic and operational planning
- Identifying the impact that these issues might be having on student's attendance, engagement and achievement and destination plans at school
- Ensuring the school knows which students have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these students reach their potential
- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff

Training

- Coordinate, plan and deliver a comprehensive Child Protection and Safeguarding CPD training programme and evaluate for its effectiveness.
- Undergo advanced safeguarding training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training annually.
- Refresh knowledge and skills at regular intervals and at least annually

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
- Support staff during the referrals process.
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of students

- Encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- Understand the difficulties that students may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals
- Ensure that child protection and safeguarding records are transferred in a secure and timely way

Carew Academy is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder will be a member of the school's Safeguarding Team, be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Carew Academy's safeguarding systems among staff under his/her line management.

KEY ORGANISATIONAL OBJECTIVES

The Post-holder will contribute to the school's objectives in service delivery by:

1. Enactment of Health and Safety requirements and initiatives as directed
2. Ensuring compliance with Data Protection legislation
3. At all times operating within the school's Equal Opportunities framework

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive, and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Assistant Principal – DSL, Carew Academy

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

QUALIFICATIONS AND TRAINING	
Qualified Teacher Status	Essential
Qualified to degree level and above	Essential
Level 3 Safeguarding training	Essential
Right to work in the UK	Essential
Recent and relevant professional development	Essential
EXPERIENCE	
Experience of managing safeguarding in a school or other relevant organisation.	Essential
Demonstrable evidence of developing and implementation strategies to help children and their families.	Essential
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.	Essential
Experience of providing training, guidance and support to others.	Essential
KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB	
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.	Essential
Ability to work with a range of people with the aim of ensuring the safety and welfare of children.	Essential
Awareness of local and national agencies that provide support for children and their families.	Essential
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns.	Essential
Ability to build and maintain effective working relationships with staff and other stakeholders.	Essential

Commitment to ensuring the safety and welfare of children.	Essential
Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school.	Essential
Ability to work under pressure and prioritise effectively.	Essential
Excellent communication skills, including with students, parents and carers, other staff and external agencies.	Essential
SKILLS AND ABILITIES	
Leadership qualities including “Can do” positive attitude – Enthusiastic and committed, remains motivate, ever when under pressure, to ensure that a high standard service to the customer is maintained.	Essential
Ability to provide a model of best practice within own and others’ classrooms.	Essential
Ability to take a leading role in the promotion of a school ethos that promotes high achievement.	Essential
Good communication skills, including with pupils, parents and carers, other staff and external agencies.	Essential
The ability to lead in-service training.	Essential
To be flexible, accessible and approachable.	Essential
A commitment to raise achievement.	Essential
The ability to provide leadership to a team in planning and implementing and embedding safeguarding across the whole school.	Essential
A commitment to furthering own professional development and to the principle of continuous improvement.	Essential
A superb attendance record	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*