



DEPUTY DESIGNATED SAFEGUARDING LEAD

Contract type: Full time weekly hours, 35 hours per week and Term Time Only +3 weeks

Salary range: £32,418 to £33,510 FTE pro-rata, depending on qualifications and experience

Actual gross pay based on term time only + 3 weeks: £30,127.32 to £31,403.71

Pay scale: Points 18 to 20 of the NJC Inner London Pay Scale 6

Required: As soon as possible

Required for as soon as possible

Thank you very much for your enquiry about the post of Deputy Designated Safeguarding Lead. We are looking to appoint a well-qualified and enthusiastic person to join our team.

DUNRAVEN EDUCATIONAL TRUST OVERVIEW

Dunraven Educational Trust was established in 2016 and includes Dunraven School, Elmgreen School, Goldfinch Primary School, Rosendale Primary School and Van Gogh Primary school. DET is a trust committed to one overarching aim: excellence for and from everyone. This is an expectation for both the children and adults in a school community. It is achieved in a variety of ways according to the context of each school but within the clear framework established by the Trust. We want an educational experience which provides excellence for - and expects it from - everyone. We know that this is best achieved in a school where:

- the offer is broad, balanced, inclusive, enriching and effective in meeting the needs of young people;
- staff and students are supported and challenged to be the best versions of themselves;
- relationships are positive, well established and healthy;
- practice is based on evidence and underpinned by the notion that 'we can always do better'

We are clear that this supports the development of children and young people (and adults) who are: resilient, courteous, optimistic, hardworking, self-disciplined, enthusiastic and creative.

DUNRAVEN SCHOOL OVERVIEW

Dunraven School's results are strong, remaining well above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.

If you are successful in your application, you will share in the leadership and management of a staff who are hard-working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers;
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners;
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

Closing date for applications: 12pm, Monday 30 January 2023 | Interviews during week beginning 30/01/23

Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.



JOB DESCRIPTION

Deputy Designated Safeguarding Lead

MAIN PURPOSE:

- To offer professional support to students who are identified as children in need, impacting on their development, attainment and general wellbeing.
- To offer interventions designed to improve the capacity of students and their families through signposting families to direct parenting work, developing extended networks of support for students and working alongside external agencies.
- To provide specialist support to students identified at risk of; exclusion, social services involvement or mental health difficulties.
- To offer support and advice to the wider Inclusion Team and school community in the areas outlined below
- Provide a full learning experience and support for students and the school community

REPORTING TO:

Director of Inclusion

RESPONSIBLE FOR:

The transition of all new students to ensure they receive a full learning experience and to be a key point of contact for students undergoing reintegration into the school.

LIAISING WITH:

Headteachers/Deputies, teaching/support staff, LA representatives, external agencies and parents.

WORKING TIME:

35 hours per week, Term Time Only + 3 weeks

SALARY/GRADE:

£32,418 to £33,510 FTE pro-rata, depending on qualifications and experience Actual
gross pay based on term time only + 3 weeks: £30,127.32 to £31,403.72
Points 18 to 20 of the NJC Inner London Pay Scale 6

DISCLOSURE LEVEL:

Enhanced and barred list check

LOCATION OF POST:

Your main duties will be performed on the sites that form Dunraven All Through.



MAIN (CORE) DUTIES

RESPONSIBILITIES:

- To deputise for the Designated Safeguarding Lead as required
- To hold a caseload of targeted children; working to support their identified needs around their social, emotional, psychological, environmental and academic development through a range of activities including individual and group support, family support and advice.
- Liaise with the Safeguarding Lead, Head of Secondary/Senior Staff, Teaching and relevant non-teaching Support Staff, LA Representatives, External Agencies, Social Services, Family Support Workers and Parents.
- To work closely with the Designated Safeguarding Lead to discuss vulnerable students; issues including safeguarding, the risk of exclusion and child protection.
- To act as Safeguarding Officer, in conjunction with the Designated Safeguarding Lead, as necessary. To have effective and up to date knowledge of Safeguarding procedures and legislation and associated statutory obligations, for example, the Prevent duty.
- To support in the formulation and delivery of school safeguarding procedures
- To provide interventions to support students experiencing social, emotional and behavioural problems using a variety of skills such as motivational interviewing, CBT, family work, group work, child and family assessments, common assessment framework and family group conferencing.
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- To assess, monitor and follow up on the progress of students in receipt of services and individual caseload
- Working with the Inclusion Lead to lead and develop an innovative and distinct Early Intervention Service for the school, with a focus on supporting students to address and overcome barriers to learning as well as aiming for the highest possible standards of behaviour and attainment.
- To initiate and sustain an active engagement with students to help them explore issues and make changes in areas which may be affecting their development
- To ensure students are set Individual Action Plans with SMART targets which are shared with all relevant staff and families. Targets are monitored and reviewed half termly.
- Regularly monitoring students through lesson observations and through liaising with parents/carers, class teachers, form tutors, senior team and other key staff via collaborative work.
- To attend regular department meetings
- Regularly attend year team meetings and liaise with the parents/carers of students. Developing effective communication and relationships.
- Working with external organisations to support the emotional well-being and attainment of students
- Facilitating Restorative Justice/Mediation meetings with students
- To effectively liaise with key Inclusion staff including the SLCR, the Base, Attendance Officer, SENCO, LST's/LSA's and the Referral Centre.
- To supervise and support students in placement and/or voluntary workers within the Early Intervention Team
- To fulfil duties as co-tutor working closely with the year team in registration, assembly, attendance, punctuality, monitoring academic and personal progress and behaviour.
- Monitor performance against appraisal objectives to ensure that progress is made
- To liaise with team leaders regarding relevant developments in child protection and education policy in order to enhance quality of support and student achievement
- Developing staff knowledge of early intervention through training and being able to transfer early intervention skills to teaching and pastoral staff linking with Quality First Teaching. Particular areas include managing behaviour and de-escalating difficult situations.



PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

EDUCATION

- Educated to Degree Level or Equivalent would be desirable but is not essential for this role
- GCSE Maths and English (C grade or above) or level 2 qualification in English and Maths

SKILLS AND KNOWLEDGE

- An ability to communicate effectively with students, parents and multi agencies.
- An ability to work autonomously and as part of a team
- Good organisation, time management, communication and interpersonal skills.
- Good research and planning skills
- Knowledge of the main aspects of the organisation of Secondary Schools
- Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information
- Knowledge of the rights and responsibilities of parents
- The ability to liaise with and gain the confidence of all school staff
- A clear understanding of the factors which lead to educational disaffection in young people
- Knowledge and understanding of strategies to remove barriers to learning in young people
- Knowledge of the range of additional support/agencies available for students
- Good ICT skills
- Knowledge of career and further/higher education opportunities open to young people
- The ability to work flexibly
- The ability to find creative and imaginative solutions to problems
- The ability to produce detailed and concise evaluative reports

ATTITUDE

- A commitment to and an enthusiasm for the post
- Adaptability and a professional approach to the responsibilities of the post
- An understanding of and commitment to the equal opportunities policies of the School
- An eagerness to gain experience, expertise and professional development through this position.

OTHER SPECIFIC DUTIES

- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process
- To undertake any other duty as specified by STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



MANAGEMENT INFORMATION

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will 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 is current at the date shown, but following consultation with you, may be changed by school leaders to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Equal Opportunities

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

Safer Recruitment Statement

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

Dunraven School is a non-smoking and non-vaping environment