



**GREENSHAW**  
LEARNING TRUST



**Deputy Designated  
Safeguarding Lead  
Recruitment Pack**

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Deputy Designated Safeguarding Lead at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction\*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Camilla Douglas  
Headteacher

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

## The Greenshaw Learning Trust Mission Statement

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- My Health discounts

## Terms and Conditions

|  |   |
|--|---|
| <b>Line Managed by:</b>                        | Designated Safeguarding Lead  |
| <b>Line Management:</b>                        | N/A   |
| <b>Contract:</b>                               | Permanent   |
| <b>Salary:</b>                                 | Salary calculated in line with support pay scale, points H 19 – 24, £31,773 - £35,020 FTE (£28,969.99- £32,202.50 actual)<br><br>(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)  |
| <b>Hours of Work:</b>                          | Full time, 37 hours per week, Term time plus 2 weeks  |
| <b>Place of Work:</b>                          | Rectory Lane, Bracknell, Berkshire, RG12 2BA  |
| <b>Medical Examination:</b>                    | The appointment is subject to a satisfactory medical report   |
| <b>Superannuation:</b>                         | Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a> |
| <b>Holiday Entitlement:</b>                    | The postholder will be paid an enhancement for holiday pay, which is included in the salary details above   |
| <b>Probation Period:</b>                       | New employees are required to complete a six-month probationary period  |
| <b>Disclosure &amp; Barring Service Check:</b> | This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check  |
| <b>Right to Work Check:</b>                    | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance   |

## Job Description

This is an opportunity for a highly motivated professional as Deputy Designated Safeguarding Lead. This is a non-teaching role; the successful candidate will report directly to the Designated Safeguarding Lead. Due to the sensitive and specialised nature of the role, we seek applicants already working within the field of safeguarding who have experience in working with professionals, children and families to keep children safe. All Deputy Safeguarding Leads should be trained to the same level as the Designated Safeguarding Lead in order to deputise.

As Deputy Designated Safeguarding Lead, you will be responsible for the below.

### Key Responsibilities and Duties

- To ensure the school safeguarding systems are rigorous, robust, easy to use and impactful
- To develop and maintain a culture of safety and vigilance in the school
- To work closely with the attendance team, SENCO, and Senior Leadership Team ensuring that students don't fall through a gap
- To follow up on each safeguarding concern that is raised by staff, referring cases of suspected abuse when necessary to the local authority children's social care
- To provide data updates for SLT on a regular basis
- To engage with the school culture, regularly walking the school and developing an understanding of the impact of student safety on teaching and learning. Greet students each morning
- To ensure the school meets all statutory requirements regarding safeguarding, ensuring compliance
- To maintain accurate and confidential child protection files for relevant students
- Refer cases of suspected abuse to the local authority children's social care, as required
- Liaise with the Headteacher to inform them of issues, especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Undertake any relevant training at least every 2 years in order to carry out the role
- Undertaking any other duties commensurate with the post as may be required by the Senior Leadership Team and Headteacher
- Ensure the school systems for monitoring, tracking and following up on safeguarding concerns are rigorously implemented and of a high quality
- Work closely with the Designated Safeguarding Lead, and all teachers, to ensure that all students in our school are kept safe and are happy
- Hold the local authority to account for their responses to referrals
- Ensure the school is compliant with annual safeguarding training and regular safeguarding updates
- Work with various communities within Berkshire to build sound communication and trust
- Identify students whom would benefit from proactive safeguarding work, and deliver workshops to those students
- To take full accountability for safeguarding across the school

- Update the Bromcom database with absence information from registers, voicemails, emails and text messages
- Communicate effectively with staff, visitors, parents and students
- Update Google sheets with absence information in detail
- Liaise with outside agencies for dual registered and alternative provision students/looked after children (LAC)
- Scan and file confidential paperwork in line with GDPR requirements
- Responsibility of running absence reports for Headteacher, SLT and parents as requested
- Assist with the late arrivals, communicating with staff, parents, students and logging accordingly
- Producing daily safeguarding lists to ensure the most vulnerable are monitored
- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation
- Develop and maintain working relationships with other staff – work effectively and in cooperation with all other staff in the school, using own knowledge and skills to contribute positively to the overall welfare of the school and its pupils
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Undertaking any other duties commensurate with the post as may be required by the Business Manager and Headteacher

### Staff Development

- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

### Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure

**This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.**

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| <b>Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Safeguarding Awareness Training (previously known as Level 2)                                     | X                |                  |
| Designated Safeguarding Lead Course   |                  | X                |
| Good standard of education to at least GCSE Grade C/4 level or equivalent in English and Maths    | X                |                  |
| A Levels or equivalent qualifications   |                  | X                |
| Level 3 Child Protection certified  |                  | X                |
| Level 5 qualifications i.e. University Degree   |                  | X                |
| <b>Experience and Knowledge</b>   | <b>Essential</b> | <b>Desirable</b> |
| Experience of working with vulnerable children and/or adults                                      | X                |                  |
| Experience of working in a school environment   | X                |                  |
| Experience in training others   | X                |                  |
| Qualified mental health first aider   |                  | X                |
| Knowledge of how to work with families experiencing difficulties                                  | X                |                  |
| Awareness of GDPR regulations   |                  | X                |
| Qualifications in additional protection areas, including online safety                            |                  | X                |
| Experience of working with families whom require additional support                               | X                |                  |
| An understanding, or willingness to learn, about local authority practices regarding safeguarding | X                |                  |
| An in depth understanding of the local and national picture in safeguarding                       | X                |                  |
| <b>Personal and Professional Qualities and Attributes</b>   | <b>Essential</b> | <b>Desirable</b> |
| Excellent interpersonal and teamwork skills   | X                |                  |
| Excellent communicator – sensitive, compassionate, empathetic and effective                       | X                |                  |

|  |          |          |
|--|----------|----------|
| Able to establish good relationships with a wide range of people including students, colleagues, parents and members of outside organisations such as the local authority and police | <b>X</b> |          |
| ICT skills (intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar)  | <b>X</b> |          |
| Outstanding organisational skills  | <b>X</b> |          |
| Experience working with young people   | <b>X</b> |          |
| A willingness to become involved in all aspects of school life   | <b>X</b> |          |
| Ability to adapt quickly to different situations and a good level of common sense  | <b>X</b> |          |
| Experience of dealing with confidential issues   | <b>X</b> |          |
| Commitment to working within the school's policies   | <b>X</b> |          |
| Ability to relate well to students, be an effective role model and motivate students to achieve success  | <b>X</b> |          |
| Knowledge and understanding of how to remove barriers to learning  |          | <b>X</b> |

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed via your online account. The completed online application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **7<sup>th</sup> July 2025**. We reserve the right to interview and close the post early if the right applicant is found.

### 2. Shortlisting

Shortlisted candidates will be invited by email and/or telephone to attend for an interview soon after application. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interview

Interviews will be held as soon as possible.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### 6. Take up post

The successful candidate will take up the post in as soon as possible.