

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Deputy Designated Safeguarding Lead	Location	Abbeyfield School
Salary	Grade H Points 14-20 £29,540- £32,597 FTE Post will be paid pro-rata Actual Salary £28,014 - £30,913	Hours	37 hours per week 43 weeks per year
Department	Support Staff	Reports To	DSL

JOB PURPOSE:

To support the Safeguarding Team by contributing to the wider safeguarding of students, including identifying concerns, sharing information appropriately, and helping to ensure that all pupils feel safe, supported, and protected. This may involve working closely with staff, students, and families to promote wellbeing, respond to concerns promptly, and uphold the school's safeguarding policies and procedures.

KEY RESPONSIBILITIES AND DUTIES:

Safeguarding

- Support with tracking and quality assuring information related to Cause for Concerns, Disclosures and open cases received from staff.
- Ensure that all information and chronologies related to safeguarding actions are up to date.
- Investigate any discrepancies with CPOMS logs throughout the school day.
- Liaise with staff related to information required for any agency requests for information.
- Attend any relevant safeguarding team meetings.
- Undertake any emergency safeguarding home visits. Use of own car with business insurance, and willingness to use own vehicle for this purpose is essential.
- Undertake training conducive to the role in relation to safeguarding and other related headings.
- Any other duties required by DSL.

Record keeping & checks

- Ensure CPOMS chronologies meet QA requirements.
- Support DSL to arrange induction slots for new staff and track appropriately.
- Support the DSL in maintaining mapping document of safeguarding program for students & staff.
- Ensure that all required student data is accurately input onto Arbor.
- Conduct any phone call checks for information from agencies

Referrals and wider duties

- Refer cases of suspected abuse to social care or/and MASH.
- Complete any EHA work as directed by DSL.
- Log, Track and Monitor cause for concerns and escalate appropriately in consultation with DSL.

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- Manage caseload of open cases and ensure robust tracking of chronologies and supports.
- Complete effective referrals to social care or/and MASH.
- Support staff with referrals to any external agency related to safeguarding structures and supports
- Refer cases to the Channel programme where this is a radicalisation concern.
- Refer cases to any external agency under the direction of the DSL.
- Refer cases where a crime may have been committed to the police.
- Keep detailed and accurate written records of concerns and referrals in line with recording arrangements.
- Oversee CPOMS entries and ensure appropriate monitoring of staff referrals.
- Actively promote outcomes of at risk groups that include CiC, SEND, PP and any other vulnerable category as directed.
- Monitor safeguarding inbox for any new concerns or correspondence.

Working with staff and other agencies

- Alongside DSL, Provide training, induction presentations and developmental support to ensure that all staff can access and understand the academy's CP policy and procedures.
- Provide training and developmental support to ensure that all staff can access and understand the academy's wider safeguarding policies including behaviour for learning, anti-bullying and physical restraint.
- Keep the DSL and relevant staff up-to-date on any disclosures, enquiries and investigations.
- Produce behaviour & safeguarding risk assessments and monitor their implementation to ensure that they are effective.
- Liaise with case managers and the local authority's DO in all cases of child protection concerns.
- Liaise with relevant staff on matters of safety, safeguarding and when deciding whether to make a referral.
- Act as a source of support, advice and expertise for staff.
- Understand the assessment process for providing targeted early help and intervention.
- Attend and contribute to CP case conferences effectively when required to do so. Discuss ongoing cases and students at risk with the relevant staff and lead EHAs and other plans as and when required.
- Undertake relevant training as and when required to carry out the role effectively.
- To analyse safeguarding records when students transition to the school, utilising all information to plan and agree action to support the needs of all students.
- To analyse CP referrals and present emerging trends and patterns to the governor(s) with safeguarding responsibility.
- To work with the governing body to ensure that academy's CP policy is reviewed at the appropriate time.

Data & information

- Support with identifying key trends and data related to safeguarding issues
- Assist with transfer of information related to safeguarding files for new starters.
- Support with ensuring that student records are maintained, accurate and kept up to date.
- Support DSL in ensuring that data returns are completed accurately and submitted in line with agreed time-lines.

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- Assist with gathering information of vulnerable year 6 students/In year admissions transitioning to the school.

Administration

- Liaise with external agencies to submit information on behalf of the safeguarding team.
- Liaise with external agencies and key workers to ensure any plans, case notes, closures or correspondence is up to date on CPOMS.
- Assist with the Provision Mapping Document.
- Attend designated external agency meetings with students, including distributing referrals to the school nurse.
- Undertake break time support for any students open to the safeguarding team.
- Act as a first aider.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.
- The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• GCSE English, Maths and Science or equivalent qualification • Evidence of continued professional development and expectation of continuing willingness to develop own professional skills.	• A Level or equivalent qualification • Degree level qualification of demonstrable CPD
EXPERIENCE	• Experience of working within a school environment • Keeping of clear and concise records • Creating accurate reports • Liaising with external agencies • All round administration experience • Dealing with complex tasks • Working to and developing procedures • Interpreting and analysing data	• Experience of working within safeguarding or pastoral contexts • Experience of working with young people and families

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KNOWLEDGE AND UNDERSTANDING	• Confident ICT user, to include Microsoft Office and Excel • Ability to manage own workload and prioritise to meet deadlines	• Sound knowledge of the education system
SKILLS AND PERSONAL ATTRIBUTES	• Excellent communication skills, both written and oral with the ability to interact effectively with a variety of audiences. • Flexible and adaptable • Able to establish and maintain effective working relationships • Strong organisational skills, an eye for detail and ability to meet deadlines • Problem solver, able to make appropriate decisions • Ability to work as part of a team and on own initiative • Self-motivating with the ability to multi-task • An empathetic yet assertive approach	• Knowledge and experience of the admissions process • Knowledge of relevant education legislation
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.

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The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

