



JOB DESCRIPTION

POST:

Deputy Designated Safeguarding Lead (Alternative/Off-Site Provision)

Salary Scale: Level 7 (SCP 17-22)

FTE £30,060

Actual starting salary: £28,916

37 hours per week

Term Time + 4 weeks + INSET

(8.00am-4.00pm Monday-Thursday; 8.00am-3.30pm Friday with 30-minute lunch break)

Reporting Relationships:

Responsible to: AHT

Accountable to: AHT / Deputy Headteacher / Headteacher

Hours per week: 37 hours

Weeks per annum: Term Time + 4 Weeks

At St Thomas More our Motto is "Aspire to be More" which encompasses our aspirations for all our students within our school and recognises our patron St Thomas More. As a Catholic school, we offer an education firmly based upon our Gospel values and our Mission statement puts 'our community' at the heart of all we do.

Purpose of the Post

We are seeking a highly qualified and experienced individual to join our team as the Deputy Designated Safeguarding Lead. The successful candidate will play a critical role in taking responsibility for safeguarding and child protection, support staff to carry out their safeguarding duties, and liaise closely with children's social care and other services. The role will suit an adaptable, flexible and resourceful individual who can demonstrate drive and relentless focus on acting in the best interests of our students in overseeing the safety and well-being of our students in accordance with Keeping Children Safe in Education legislation. The post supports the DSL and two other DDSLs, in addition, the post holder will lead the safeguarding of alternative and off-site provision.



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Principal duties and responsibilities

- Act as a Deputy Designated Safeguarding Lead and support the Designated Safeguarding Lead in all aspects of safeguarding within the school.
- Stay up to date with relevant legislation, guidance, and best practices in safeguarding and mental health, including maintaining up to date knowledge of the local safeguarding and mental health services.
- Implement policies and procedures in line with Keeping Children Safe in Education legislation and ensure all staff are aware of their responsibilities relating to safeguarding.
- Operationally and strategically lead on safeguarding and mental health and wellbeing initiatives within the school, working closely with key stakeholders and external agencies.
- Provide support and guidance to staff on safeguarding and mental health issues with specific concerns and refer students to appropriate support services when necessary.
- Work with the academy's safeguarding team, SENCO, pastoral team and other members of staff, including through participation within multi-disciplinary meetings, to co-ordinate holistic support for students who present with safeguarding and mental health difficulties.
- Attend safeguarding meetings, either planned or in response to safeguarding needs, with external partners, including during school holidays
- Produce analysis updates to support with Headteacher, Governing Board and/or Director scrutiny, meetings and audits.
- Ensure policies and practices are adhered to in supporting students requests for assignment deadline extensions, considerations for exam arrangements, mitigating circumstances applications.
- Organise and promote effective safeguarding, mental health, resilience and wellbeing to staff across the academy.
- Forge effective links with the local authority's specialist providers as well as parents/carers, children's social care and a range of external partner agencies.
- Deliver CPD and briefing sessions around safeguarding, mental health and well-being, including Level 1 safeguarding training.
- Implement and maintain an Inclusions Matrix detailing agencies available to support the wellbeing of students.

Specialism

- Lead the coordination of, and support for, students accessing individual alternative providers, offsite directions and/or managed moves including through quality assurance of alternative providers, and close partnership working with parents.
- Communicate plans with support teams around the student including pastoral, form teachers or the SEN team.
- Act as a single point of contact for alternative and off-site provision, including with the local authority.



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- Provide specialist advice to the pastoral team and SEN team for students that they are supporting when concerns are raised around their alternative and off-site provision.
- Monitor, track and respond to attendance and performance for individual students to ensure that needs are being met by the provision.
- Attend regular meetings to refer and review students to relevant alternative provision.
- Coordinate and review agreed adapted curriculum agreements to ensure that arrangements are meeting needs.
- Complete regular visits to, and maintain contact with, individual providers.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health, safety and security, online safety, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Support with the leadership of safeguarding in ensuring a positive culture of safeguarding.

Financial Management

- Personally accountable for delivering services efficiently, within budget, and to implement any approved savings and investment allocated to the service area.

People Management

- Comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Lead and participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.



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Person Specification
Deputy Designated Safeguarding Lead

Criteria	Essential	Desirable
Statutory / Role Specific Requirements, Qualifications/Training	<p>DSL Level 2 Safeguard training</p> <p>IT/Communication skills</p>	<p>Level 5 or above qualification in Mental Health Support</p> <p>First aid at work qualification</p> <p>Education to Degree level or equivalent, or related qualification</p> <p>DSL Level 3 training</p> <p>Prevent training</p> <p>Self-harm and suicide awareness training</p>
Relevant Experience	<p>Experience of working with young people from a range of backgrounds</p> <p>Understanding of relevant legislation and good practice relating to safeguarding and Mental Health Support Services</p> <p>Knowledge of the Mental Health Act and other legislative framework relevant to education and support</p> <p>Knowledge of Keeping Children Safe in Education legislation</p> <p>Demonstrable evidence of developing and implementing policies, procedures and strategies to help children and their families with safeguarding and/or mental health issues</p> <p>Able to establish good collaborative relationships and networks</p> <p>Experience of working as part of a multi-agency approach</p>	<p>Experience of working within an educational environment</p> <p>Experience of working within a safeguarding role</p> <p>Experience of supporting the management of safeguarding in a school or other organisation</p> <p>Experience of providing training, guidance and support to others</p> <p>Experience in liaising with external agencies, such as social care, MASH, MACE CAMHS, Police etc</p> <p>Experience managing disclosures and developing trusting relationships with children and young people</p> <p>Experience with having difficult conversations with parents/carers and families</p> <p>Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</p>
Skills and Attributes	<p>Good numeracy and literacy skills</p>	<p>Competent in the use of safeguarding databases e.g. CPOMs</p>



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	<p>A flexible and adaptable approach to work</p> <p>Ability to work effectively as part of a multidisciplinary team and contribute to a positive safeguarding culture within the school.</p> <p>Ability to provide advice, guidance, and training to staff on safeguarding and mental health awareness.</p> <p>Excellent record keeping skills and attention to detail in order to produce reports, take minutes of meetings, and document safeguarding concerns</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Ability to work under pressure, prioritise effectively and respond to urgent safeguarding needs/incidents</p> <p>Passionate about promoting wider understanding of safeguarding, mental health and all aspects of wellbeing effectively</p>	<p>Awareness of the Equality Act 2010</p> <p>Willingness to make a full contribution to life in the school</p> <p>Develop communication, training and update resources for wider school</p> <p>A good sense of humour and supportive attitude</p> <p>Proven ability to work collaboratively with external agencies and professionals to support students' safeguarding and/or mental health needs.</p> <p>Awareness of local and national agencies that provide support for children and their families</p> <p>Calm, compassionate and optimistic personality; composed attitude when under pressure and dealing with difficult issues</p>
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