



## Deputy Designated Safeguarding Lead

Salary / grade range	Permanent, 37 hours per week, TT (39 weeks) + 15 days (3 weeks)
Location	Co-op Academy Leeds
Reports to	Designated Safeguarding Lead / Deputy Headteacher

### Purpose of role:

- Alongside the DSL, to lead on safeguarding and child protection across the academy ensuring policies and procedures are compliant with national guidance
- Taking part in strategy discussions and inter-agency meetings and contributing to the assessment of children as appropriate (please note the 20+ days may include attending meetings within the school holidays).
- To advise and support other colleagues on child welfare and protection matters, liaising with relevant agencies such as the Local Authority and Police, where appropriate.
- To Deputise for DSL as line manager of the Safeguarding Team and take responsibility, by planning and coordinating the complexity of the tasks
- Deal with adhoc Safeguarding queries, by offering guidance and ensuring policy is followed

### Key accountabilities (and specific duties / responsibilities):

- Share responsibility with the Designated Safeguarding Lead for safeguarding and child protection, in line with national statutory guidance, linking with internal colleagues and external partners as appropriate
- Ensure referrals are made to the appropriate agencies for all cases where young people are at risk of harm or abuse
- Oversight of CPOMS and distribution of caseload to the Safeguarding team
- Contribute to the positive mental health and wellbeing of all pupils, signposting to external providers where necessary
- Liaise with the Co-op Collaborative team to ensure that Early Help support for families is offered when needed, in a timely manner.
- Keep the Headteacher updated with any safeguarding issues through agreed mechanisms
- Support the Headteacher where appropriate in dealings with the LADO
- Act as a source of support and guidance for colleagues on all safeguarding and child protection matters
- Attend and contribute to child protection conferences, and similar meetings, when required to do so
- Undergo training to develop and maintain the knowledge and skills, through at least



- annual update, required to carry out the role, including online safety, Prevent and FGM
- Take a lead role in the coordination and delivery of Safeguarding training
  - Ensure the academy's child protection policies are known, understood and used appropriately
  - Support the DSL in ensuring staff can access and understand the academy's safeguarding and child protection policy, and that it is used appropriately.
  - Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
  - Attend appropriate events organised at Trust or Hub level, and liaise as necessary with the Regional Safeguarding Lead
  - Establish, maintain and provide regular supervision for colleagues, as agreed with the Headteacher
  - Model best practice and uphold the principles of confidentiality and data protection at all times
  - Be responsible for holding supervision meetings with colleagues across the Academy who hold safeguarding responsibilities.

### **Specific duties**

- Review casework for Safeguarding Team in the absence of DSL
- Hold a caseload of children who are CLA, Child Protection or Child in Need.
- Contribute to internal meetings organised to support behaviour improvement and deeper inclusion
- Support the Offsite Manager with their safeguarding caseload and ensure that all students who attend BASE are integrated and reintegrated effectively; have appropriate pastoral and PSHE provision and multi agency support.
- Attend multi agency meetings and prepare paperwork for students attending BASE (where appropriate).

Some of the duties may be delegated to other colleagues within the Safeguarding Team: the DSL maintains overall responsibility for the responsibilities.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust.

The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

The duties outlined in this Job Description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● GCSE Maths and English Grade C/4 and above, or equivalent</li> <li>● Evidence of continuing professional development</li> <li>● Appropriate DSL-level qualifications</li> <li>● Degree or equivalent</li> </ul>	<p>Essential</p> <p>Desirable Desirable</p>	<p>A</p> <p>A</p> <p>A A</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Experience of working with challenging students</li> <li>● Ability to coordinate work with complexity and within policy</li> <li>● Ability to work collaboratively</li> <li>● Excellent use of ICT to produce reports</li> <li>● Experience of providing safeguarding supervision</li> <li>● Experience of working as a Child Protection Officer for more than 3 years and as a Deputy DSL</li> <li>● Experience of People Management</li> <li>● Experience of working in a multicultural school</li> <li>● Experience of leading a team</li> <li>● Experience of behaviour management strategies</li> <li>● Experience of the use of CPOMs as a tool for making accurate records</li> </ul>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>A/I/R</p>
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>● Ability to lead, develop and manage initiatives</li> <li>● Excellent organisational ability</li> <li>● An outstanding practitioner able to engage with students experiencing a range of challenges</li> </ul>		<p>A/I/R</p>



<ul style="list-style-type: none"> <li>• Ability to motivate and delegate</li> <li>• Ability to communicate effectively with students, staff and parent/carers</li> <li>• Ability to set and maintain high standards</li> <li>• Excellent oral and written communication skills</li> <li>• Experience of planning and/or delivering staff training</li> <li>• Effective leadership skills</li> <li>• Ability to confidently manage a team</li> </ul>	<p>D</p> <p>D</p>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to initiate and adapt to change</li> <li>• Innovation and ambition</li> <li>• Belief that all students can succeed in school</li> <li>• Excellent attendance record</li> <li>• Excellent time management skills</li> <li>• Ability to be a leader and a team member</li> <li>• Willingness to participate in the wider life of the school</li> <li>• A commitment to personal professional development</li> <li>• Willingness to partake in coaching to improve personal effectiveness</li> <li>• Good organisational skills to be able to work under pressure and to deadlines</li> </ul>	<p>D</p>	<p>I/R</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being

Co-op. Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.