



Orleans Park

# RECRUITMENT PACK

**Vacancy** Deputy Designated Safeguarding Lead

**Deadline** 10am on Monday 1 June 2026



## Deputy Designated Safeguarding Lead

37.5 hours per week: 8am to 4pm, Monday to Friday

41 weeks per year (term time plus 15 days/equivalent hours)

NJC Salary Scale SO2 (actual salary: £38,133 - £40,624)

Permanent contract

Required for September 2026

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

We are seeking to appoint an outstanding individual that has the desire to work with and support young people. They must want continually to update their knowledge and reflect on their experiences to ensure the school continues to follow best practice and to support to the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school.

The successful candidate will:

- Have experience of working with children and young people
- Have experience of safeguarding and child protection
- At all times model best practice and uphold the principles of confidentiality and data protection
- Work with external agencies in a professional manner to ensure the best outcome for every child
- Act as a source of support, advice and expertise for staff.
- Undertake safeguarding training and support the school to follow best practice.
- Have a high standard of literacy, communication and organisational skills



What's it like to work at Orleans Park? Click the icon to find out.



To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

## Closing date for applications: 10am on Monday 1 June 2026

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2025) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer.



### Job Description

Job Title:	Deputy Designated Safeguarding Lead (DDSL)
Reporting To:	Designated Safeguarding Lead (DSL)
Line Management:	Student Welfare Officer (SWO)
Grade/Salary Range:	NJC Scale S02
Hours/Weeks:	<ul style="list-style-type: none"> <li>• 37.5 hours per week</li> <li>• 41 weeks per year (term time plus 15 days/equivalent hours)</li> <li>• Hours 8am to 4pm, Monday to Friday (this includes a 30 minute unpaid lunch break)</li> <li>• Holidays are not to be taken during term time</li> <li>• The postholder may be required to attend meetings outside of normal working hours and respond to safeguarding matters during weekends and school holidays where necessary, with periods of unavailability communicated to the DSL.</li> </ul>

#### Main Purpose and Responsibilities

- To assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. The Deputy Designated Safeguarding Lead will play a key role in promoting a strong culture of safeguarding, ensuring statutory compliance, supporting vulnerable students and families, and contributing to the strategic development of safeguarding practice across the school.
- The postholder will provide professional advice and guidance to staff, contribute to multi-agency safeguarding processes, oversee safeguarding systems and referrals, and work collaboratively with external agencies to safeguard and promote the welfare of children and young people.

#### Specific Responsibilities:

##### Managing Student Welfare Officer (SWO)

- Set objectives annually for the SWO and review them through the appraisal process.
- Provide oversight, guidance and advice to the SWO in relation to their role in the safeguarding team.

##### Safeguarding Leadership and Culture

- Promote and contribute to a strong culture of safeguarding across the school community.
- Support the DSL in developing, implementing, monitoring and reviewing safeguarding and child protection policies, procedures and systems.
- Ensure safeguarding policies and procedures are understood and implemented consistently by all staff, including new and part-time staff.
- Provide advice, guidance and challenge to staff in relation to safeguarding concerns and child protection practice.
- Act as a source of professional support, advice and expertise for staff.
- Promote collaborative working and the sharing of best practice across the school and with external partners.
- Encourage a culture where children are listened to, respected and supported, ensuring that their views and wishes are heard and appropriately recorded.
- Support the DSL in arranging parent workshops, outside speakers and safeguarding awareness activities.
- Contribute safeguarding updates and relevant information for school communications and newsletters.

**Specific Responsibilities continued:**

**Managing referrals**

- Support DSL in referring cases of suspected abuse or neglect to the local authority children's social care.
- Receive, review and respond appropriately to safeguarding concerns, ensuring that reporting procedures are followed and the best interests of the child remain paramount.
- Record, monitor and track safeguarding concerns, actions and referrals accurately, securely and in a timely manner.
- Support DSL in referring cases to the Channel programme where there is a radicalisation concern.
- Support DSL in referring cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child.
- Support DSL in referring cases where a crime may have been committed to the police.
- Ensure initial safeguarding investigations and information gathering are carried out in accordance with local and national guidance.
- Develop and maintain effective referral systems that support information sharing and coordinated safeguarding practice.
- Inform the DSL, and the Headteacher in their absence, of safeguarding issues, especially ongoing enquiries and investigations.

**Multi-Agency Working**

- Attend and contribute effectively to child protection conferences, strategy discussions, core groups, review meetings and other multi-agency safeguarding meetings.
- Liaise effectively with children's social care, police, health services, mental health teams and other safeguarding partners.
- Arrange and coordinate meetings with external professionals working with individual students and families.
- Develop and maintain a strong understanding of local authority safeguarding procedures and early help processes.
- Work collaboratively with families and external agencies to support positive outcomes for children.
- Establish respectful, professional and trusting relationships with students and families.

**Supporting Vulnerable Students**

- Support the early identification of vulnerable students and families who may require intervention or additional support.
- Monitor and support the progress, wellbeing and safeguarding needs of vulnerable students, including:
  - Looked After Children (LAC)
  - Previously Looked After Children (PLAC)
  - Children with social workers
  - students with SEND
  - young carers
  - students experiencing mental health difficulties
- Contribute to the planning, coordination and review of interventions and support plans.
- Ensure child protection files are maintained appropriately and transferred securely when students leave the school.



**Specific Responsibilities continued:**

**Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role effectively.
- Undergo Prevent training and be able to:
- Support the school or college in meeting the requirements of the Prevent duty.
- Provide advice and support to staff on protecting children from the risk of radicalisation.
- Undergo training on female genital mutilation (FGM) and be able to:
- Provide advice and support to staff on protecting and identifying children at risk of FGM.
- Report known cases of FGM to the police, and help others to do so.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.
- Support the DSL in ensuring staff safeguarding training is effective, up to date and appropriately recorded.
- Link with the Local Safeguarding Partnership to ensure awareness of current safeguarding priorities and training opportunities.
- Undertake refresher DSL training every 2 years as currently required.

**Monitoring, Reporting and Compliance**

- Support the DSL in ensuring the school's child protection policies are known, understood and used appropriately.
- Work with the Board of Governors to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Support the DSL in ensuring the safeguarding policy is available and easily accessible to everyone in the school community.
- Support the DSL in ensuring that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
- Identify safeguarding risks, trends and areas for development, escalating concerns 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.
- Support the DSL in arranging Outside speakers and Parent Workshops.
- Identify relevant information and advice to include as updates in the Newsletter.
- Ensure safeguarding records are accurate, confidential, compliant and securely maintained.
- Uphold the principles of confidentiality, professional boundaries and data protection at all times.

**Other areas of responsibility**

- Contribute to the smooth running of the school through participation in safeguarding-related duties and operational responsibilities as required.
- Undertake appropriate administrative tasks in support of safeguarding and student welfare.
- Model best practice in safeguarding, professionalism and conduct.

The Deputy DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.



## Person Specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>English and Maths Grade C/Grade 5 or above in GCSE (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Further qualifications</li> <li>Degree</li> <li>Relevant DSL training</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of managing safeguarding in a school or other relevant organisation, including:</li> <li>Building relationships with children and their parents, particularly the most vulnerable</li> <li>Working and communicating effectively with relevant agencies</li> <li>Implementing and encouraging good safeguarding practice throughout a large team of people</li> <li>Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> <li>Experience of working in a school</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</li> <li>Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>Awareness of local and national agencies that provide support for children and their families</li> <li>Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>Effective IT skills and confident in the use of Google and Microsoft suites</li> <li>Effective communication and interpersonal skills</li> <li>Ability to build effective working relationships with staff and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Use of a school data management system</li> </ul>

## Person Specification continued

	Essential	Desirable
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to equal opportunities</li> <li>• Ability to promote and support the school's Equal Opportunities Policy</li> </ul>	
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available</li> </ul>	



To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.



Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at [recruitment@orleanspark.school](mailto:recruitment@orleanspark.school)



To see how the school uses prospective candidate's personal data, click the icon.





# Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.



Click the icon to read our full Safeguarding Policy.





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