



Deputy Designated Safeguarding Lead

RECRUITMENT PACK

Proud to be part of the



Introduction



Dear Candidate,

Firstly, I would like to take this opportunity to thank you for taking an interest in joining our team at Dene Magna School.

As you explore the information in this pack and consider a visit to our school, we hope you'll see why Dene Magna is such a remarkable place to learn and work. Our school is committed to the goal that "each and every learner shall achieve their maximum potential and enjoy the process," and we take immense pride in our community.

As a successful, oversubscribed, and high-achieving inclusive school for students aged 11-18, Dene Magna is full of character, personality, and soul. We are a proud member of the Forest of Dean Trust, which also includes Drybrook Primary School and Forest View Primary School. Nestled in a picturesque setting, our location offers an easy commute from Cheltenham, Gloucester, Hereford, Bristol, and the surrounding cities.

We warmly invite you to arrange a visit to our school for a chat before you apply. Please contact us at 01594 546030 or email vacancies@denemagna.co.uk to set up an appointment. To apply, download our application form from the vacancies page on our website, and send it along with a cover letter detailing why you are the ideal candidate to vacancies@denemagna.co.uk by the closing date. Interviews will be scheduled based on suitability and availability.

This is a wonderful opportunity, and we look forward to hearing from you!

Best regards,

A handwritten signature in black ink that reads "Declan Mooney".

Declan Mooney
Head Teacher



About the Trust



Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.



About Dene Magna School

Dene Magna is a Secondary and Sixth form school based across two sites in Micheldean and Cinderford. We have around 1,200 students in KS3, 4 and 5.

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

*Each and Every Learner Shall
Achieve their Maximum Potential & Enjoy the Process*

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



HeadTeacher - Mr Mooney

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vacancies@denemagna.gloucs.sch.uk

www.denemagna.co.uk





Job Description

Deputy Designated Safeguarding Lead

REPORTING TO - Student Development Leader

PAY SCALE - Pay range points 26-30 (£37,280 - £40,724) (pay rise pending), term time only, FTE 0.87

JOB DUTIES

Main Purpose of the Role

- Support the Designated Safeguarding Lead (DSL) in all areas of safeguarding and child protection across the school
- Take a lead role in managing referrals and supporting staff to ensure effective safeguarding practice
- Act as a source of support, advice and expertise for staff in safeguarding matters
- Deputise for the DSL in their absence, ensuring continuity of safeguarding provision

Key Responsibilities

- Assist the DSL in maintaining accurate, confidential and up-to-date records of safeguarding concerns
- Liaise with staff, pupils, parents, and external agencies where appropriate
- Deliver safeguarding training and briefings to school staff
- Monitor and review policies and procedures to ensure compliance with statutory guidance (including Keeping Children Safe in Education)
- Support the development and implementation of strategies to safeguard and promote the welfare of children
- Respond to disclosures or concerns about the welfare of a child in line with school policies
- Attend and contribute to multi-agency meetings and child protection conferences as required
- Promote a culture of vigilance and ensure safeguarding is embedded throughout the school community
- Triage and allocate individual cases to the wider pastoral team where appropriate
- Advocate for children and families.
- Understand and use the escalation procedure where necessary.
- Mental health support for specific students
- Undertake any other duties as required by the DSL or Senior Leadership Team

Please note that due to the nature of the role there may be times where you will be required to work outside of normal working hours to promote and protect the safety and wellbeing of children.



Skills and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant safeguarding and child protection training • Evidence of continuing professional development in safeguarding or pastoral care 	<ul style="list-style-type: none"> • Level 3 safeguarding training
Experience	<ul style="list-style-type: none"> • Experience of working with children or young people in an education, social work or similar setting • Experience of handling sensitive and confidential information 	<ul style="list-style-type: none"> • Experience of working with multi-agency partners
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding and child protection legislation and guidance • Knowledge and understanding of KCSIE and its application to a secondary school setting • Strong organisational and record-keeping skills • Excellent communication and interpersonal skills • Ability to remain calm and professional in challenging situations • Ability to exercise sound judgement and maintain confidentiality • A commitment to promoting the ethos of Dene Magna with accent on high achievement for all • Ability to empathise with the needs of students • Ability to prioritise and manage time effectively • An effective communicator • A team player with the ability to establish good working relationships with staff, students, parents and external agencies • A commitment to safeguarding the needs of young people 	<ul style="list-style-type: none"> • Good IT skills, including knowledge of safeguarding monitoring systems
Personal qualities	<ul style="list-style-type: none"> • Commitment to upholding and promoting the ethos and values of the school • High level of integrity, honesty and reliability • Empathy and sensitivity when dealing with children, families and staff • Ability to work well under pressure and prioritise workloads effectively • Commitment to ongoing professional development • Commitment to equality, diversity and inclusion • To be open to reflective supervision 	



Benefits

We believe that to provide the best teaching and learning experience to our students we should invest in our staff, and insure they are supported in delivering great experiences, that will shape our students growth.

Supported by the Trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of all staff, including work-life balance.

Pension Scheme

At the trust, we value your future. That's why we offer membership to the Local Government Pension Scheme (LGPS) to all staff. The LGPS is one of the UK's largest and most generous public sector pension schemes, providing you with a secure and reliable income in retirement, employer contributions, and a range of valuable benefits for you and your family.

Other staff benefits

- Competitive, benchmarked salary
- Supported professional development pathways for all staff
- Family-friendly policies
- Flexible working for appropriate roles
- Membership to industry benefit scheme - Blue Lights, offering discount
- Free access to the Gym out of hours at Dene Magna School
- Access to our Employee Benefits Package - Perkbox, which includes access to discount codes, medical appointments online and celebration system



Are you interested?



Application

To apply for this position, please complete an application form which can be found at <https://www.denemagna.co.uk/page/?title=Vacancies&pid=109>

Please send this application form to vacancies@denemagna.co.uk along with a covering letter explaining why you think you would be a great fit for the position.

Applications must be received no later than **Wednesday 20th May 2026 at 9:00am**. Applications received after this date will not be considered. The start date for the position is **1st September 2026**.

If you have any questions about the role, the recruitment process or would like to have a visit of our school and Art department, please contact us on HR@fodt.co.uk.

Interview Process

Interviews will be held **2nd June 2026**. Shortlisted candidates will be invited by email to attend an interview.

References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- We will conduct online searches (including social media) for all shortlisted candidates.
- Our Child Protection Policy can be found on our website under Policies.

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