



HAYES SCHOOL

Deputy Designated Safeguarding Lead Candidate Pack




Ofsted
Outstanding
Provider

 **IMPACT**
Multi Academy Trust

Required for January 2025

Scale 6 (point 16-20) £34,448- £36,585 (Full FTE)

£29,986 - £31,846 (actual)

36.65 Hours over 39 Weeks (Term Time only)

Working hours 8.00am – 4.00pm Monday to Friday

We are looking to appoint an exceptional leader to the position of DDSL with the responsibility for Safeguarding. You will have excellent inter-personal skills, high expectations of yourself and others and a commitment to supporting our teachers and learners to be the best they can be.

We are looking for someone who has the experience of liaising with relevant agencies, including the local authority, to lead on all areas of safeguarding and child protection across the school.

The successful candidate will be part of the Safeguarding team and will be the Deputy Designated Safeguarding Lead (DSL) for the school. They will lead on day-to-day safeguarding matters as they arise and have up-to-date knowledge of legal issues that impact child protection. They will be expected to work with external agencies, students, parents and staff and be an advocate for the importance of safeguarding and child protection. They will provide strategic leadership and oversight of our schools' wellbeing provision, in support of some of our most vulnerable students.

The school benefits from and actively contributes to a range of partnerships and we are the lead school for the Bromley Schools' Collegiate, a School Centred Initial Teacher Training (SCITT) provider for primary and secondary teacher training.

Hayes School is a high achieving, oversubscribed school, which provides excellent education for its students as well as exciting opportunities for professional and career development for staff. The school benefits from its proximity to central London and excellent transport links whilst bordering the beautiful Kent countryside.

"Pupils enjoy school and achieve highly." (Ofsted)

"The curriculum is especially well thought out." (Ofsted)

"All who work in the school understand and share these values. This is the Hayes Way" (Ofsted)

We can offer:

- Motivated students with outstanding attitudes to learning
- Outstanding student behaviour
- Excellent facilities for staff, including an on-site fitness suite
- A Staff Wellbeing Forum and Wellbeing Charter with a focus on supporting staff wellbeing
- An excellent induction and support programme for new staff
- An employee Assistance Programme and flu vaccination
- Innovative approaches to Teacher Professional Development
- Opportunities to work with other schools through established partnerships
- A friendly working environment

Closing Date: Monday 8th December 2025 (9.00am)

Interview Date: TBC

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Please send your completed application form and covering letter to vacancies@hayes.bromley.sch.uk. If you require any additional information or have any questions, please contact Karolina Kedziora, HR Officer at kmk@hayes.bromley.sch.uk.

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.

WELCOME FROM THE HEAD OF SCHOOL

Hayes is a happy, welcoming school where together we strive for excellence in everything we do. At Hayes, we offer an exceptional range of experiences and opportunities—many of which are rare to find in a state school. We believe that the memories and relationships formed through trips, clubs, and shared experiences are often what stay with students and staff the longest—and they enrich our lives in powerful, lasting ways. Through the “Hayes Way,” we show our deep commitment to personal development: to helping young people build character and become the very best version of themselves.

At the heart of this commitment are two simple but powerful questions that guide our staff’s work with your children:

- [Would this school be good enough for my child?](#)
- [Would I like to work with a colleague like me?](#)

I believe that hard work gives us purpose and unlocks success. It’s through this shared sense of endeavour that our students go on to achieve grades they can be proud of—and, more importantly, the future they deserve.

I’m incredibly proud to lead Hayes—a school rated *Outstanding* by Ofsted in 2022 and recognised with the *World Class Schools Quality Mark*—and I very much hope to read your application.

Rob Hitch
Headteacher

ABOUT HAYES SCHOOL

Our School

Hayes School is a high achieving, oversubscribed and well-disciplined 11-18 co-educational school with excellent accommodation and facilities set in very attractive grounds. We provide an outstanding education for our students as well as exciting opportunities for professional and career development for staff. Our 1700 students have a desire to succeed and to learn displaying excellent attitudes and behaviour. Relationships between students and staff are very good and staff enjoy opportunities to lead and participate in a wide range of extra-curricular activities and trips. (There are over 80 clubs and over 100 trips take place every year)

In September 2022, Hayes School was judged Outstanding by Ofsted:

- "It is clear that Hayes School provides all pupils with an exceptional experience."
- "Pupils behave extremely well. They are polite, respectful of others and have excellent professional relationships with their peers and teachers".
- "Leaders and teachers have developed a consistent approach to their work in the classroom".
- "A great deal of emphasis is given to ensuring that teachers are experts in their subjects".
- "Staff were especially positive about the way their wellbeing and workload is considered by leaders".

Attainment and progress are high and above local and national averages. In 2025, students achieved considerable academic success in GCSE, A level, vocational and L1/2 qualifications. 81% of GCSE students achieved at least a Grade 4 in English and Maths, and 1 in 3 grades were Grade 7-9 with student making excellent progress across a range of subjects/courses. In Year 13, 28% of all A-Level grades were at A*-A and over 60% of all grades were an A*-B. Our average A-level and Vocational grades were a B- and Distinction- respectively.

Our Sixth Form of 500 students is heavily oversubscribed and successful. "The Sixth Form curriculum meets the needs of all students and includes a range of academic and vocational qualifications (Ofsted 2022)."

However, Hayes is not complacent. We have a relentless commitment to improvement. We judge everything we do by the standard "would this be good enough for my child?" All staff go the extra mile to provide challenge, support and opportunities for every child.

We are very proud of our school, of the opportunities we provide, and of our role in the community. We strive to build on our success creating an environment where each individual is valued: an environment that fosters acceptance and compassion, vibrant, caring relationships, life-long learning skills and a strong sense of moral purpose.

Our Facilities

Hayes School benefits from a beautiful campus comprising green spaces, trees and a variety of purpose-built teaching blocks. The School offers exceptional educational facilities, which are continually being maintained, extended and developed. We have a recently installed a purpose-built fitness suite for use by students and staff and a new, refurbished staff room.

Partnerships with local sporting clubs, Ealing Trailfinders RFC and Brunel University support our academy programmes and provide students and staff with access to high quality coaching and expertise.

Our arts provision in art, music, dance and drama is outstanding – students excel and benefit from high quality teaching and a wide range of opportunity.

All teachers and students have access to ICT to enhance teaching and learning.

The school benefits from:

- Staff laptops
- Brand new touch screen interactive panels in every classroom
- A significant number of networked computer suites across the school
- Media and photography equipment including digital stills, video cameras, studio and dark room
- Industry standard machinery including laser cutters, 3D printers and CAD/CAM equipment
- State of the art audio-visual equipment to support high quality performances
- A high speed wireless network across the campus
- An on-site Fitness Suite available for staff use

Our students

Our students are a delight to work with. They are kind, caring and supportive of each other. We have “uncompromising aspirations” for all and encourage our young people to aim high and to live our motto “Excellence through Endeavour.” Hayes students want to do well and recognise that they need to work hard to achieve their own personal ambitions. The “Hayes Way” enables all students to demonstrate the behaviours for learning we expect and supports us in sustaining an environment where all are respected and can be safe, happy and successful.

We recognise our responsibility to prepare students for life beyond school and place equal emphasis on the development of skills and attributes as we do success in public examinations. ‘The Hayes Learner’ promotes reflective, creative, communicative, independent and collaborative students and at their heart, we expect our students to be kind, respectful, responsible, tolerant and proud.

We have a well-developed pastoral system and staff genuinely care about our students as individuals. We encourage students to participate in school life and to lead our school. There are countless opportunities to volunteer, mentor other students and participate in extra-curricular clubs, activities and educational trips and visits.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. Our newly launched Teacher Professional Growth programme supports teacher professional development within ‘teaching and learning communities’ as we model our commitment to lifelong learning to the students we teach. In this respect, we balance the needs of the school with those of the individual. Teaching and leadership development programmes are delivered in-house and there are

opportunities to mentor and support trainee and early career teachers, or to participate in coaching programmes.

An induction programme, staff buddies and an active staff committee all contribute to helping staff new to the school to find their feet. All staff are willing to share expertise, resources and ideas and are a great source of support.

We are committed to working in partnership with other schools, both within and outside our Trust. We encourage and support further learning and research and there are opportunities for specialist career progression and to work with and support other schools through networks and partnerships.

Staff regularly go the extra mile at Hayes to support students and to give their time to the broad extra-curricular programme, which includes sports, music, drama and a host of trips, exchanges, clubs and other activities.

We are a friendly team of teachers and associate (support) staff and look forward to welcoming you to our school.

The Impact Multi Academy Trust

Hayes School joined with Ravens Wood School in April 2017 to form the Impact Multi Academy Trust.

In September 2022, our trust merged with Langley Park Learning Trust to form a new trust of seven schools (Clare House Primary School, Hawes Down Primary School, Hayes School, Langley Park Primary School, Langley Park School for Boys, Langley Park School for Girls and Ravens Wood School). This year, we have added an eighth successful school to our trust with the inclusion of Darrick Wood Secondary School.

It is rare to see two high performing, like-minded trusts come together in the interests of providing better and more sustainable education and care for all of the children in their schools and community, but we believe this is what the Impact Multi Academy Trust is.

Our schools are popular and high performing, serving the same community. They are also driven by a commitment to improving even further to deliver the very best education, care and life chances for all children. We are driven by educational and moral purpose as well as enlightened self-interest. We want all schools within the Trust to retain their identity and compete, but also to collaborate to provide an outstanding educational experience that impacts on the life chances of all students. This is reflected in our Trust vision, mission and values.

There is an African proverb "If you want to travel fast travel alone. If you want to travel far travel together." Together in collaboration, we will build on the strengths of all schools, address those areas that could and should be improved further, and travel both fast and far in the interests of all our students.

Working within a trust provides opportunities for support from a network of teachers and support staff across all our schools.

For more information about the school, please watch our introductory video ([click](#) on image below)



What do parents say about Hayes School?

"Hayes School produces wonderful young people"

"The school encourages the students to achieve the best they can, to reach their potential."

"My children are comfortable and relaxed at school with great friends. They respect their teachers and enjoy their day. They never complain or moan about school. We are extremely happy with Hayes School."

"I have been so impressed and grateful for the dedication shown by teachers to enable my son to achieve the best that he can."

"Strong leadership and management starts from the top and filters throughout the whole school."

"The school has a family feel about it."

"Hayes is an outstanding school that doesn't rest on its laurels. The school continues to strive to do better."

"The leaders are regularly seen around the school talking to students which I think is great to see."

"I believe you have created a school environment which is what a school should be. Happy, safe, that allows students to be the best they can be and celebrates them for who they are."

"The support my child has received both pastorally and academically has been brilliant. The teaching is fantastic and the good behaviour of students is maintained."

"A huge range of opportunities and leadership activities is offered to children and they receive recognition for this."

"Hayes has built a reputation that is the envy of many other schools. As parents, we are very grateful that our children attend Hayes, as this will stand them in good stead for their futures."

"Hayes as a place is a fantastic community and this school is at the heart of it."

What do staff say about working at Hayes School?

"Since starting at Hayes, it has been clear that Teaching and Learning is at the very heart of everything at the school. I feel very supported here at Hayes, especially in developing teaching and learning practice."

"Students are incredibly dedicated and hardworking and are always pushing themselves to do their best. Working with students that are proactive, marvellously polite, well-mannered, and with high goals, is a really exceptional experience."

"The organisation and effective set up of whole-school procedures make Hayes School both a fulfilling and straight forward place at which to work."

"When I look back at my time at Hayes so far, it's very rewarding to see how I've progressed professionally. Every year I have been encouraged to, and have taken on responsibilities that I never thought I could do when I began teaching here."

"Academic success is central to the vision and aims of the school, but this is not at the detriment of the absolute commitment to the development of the whole child. The pastoral support, the ACTIVE (PSHE) curriculum and the extra-curricular opportunities are truly outstanding."

"Staff are highly motivated, committed to excellence and are always willing to support each other."

"Hayes is a true community school, which everyone is proud to be part of. I feel very much a valued member of a vibrant team working here."

"Hayes School is the kind of school you wished you could have attended as a child. The possibilities and opportunities are endless!"

THE DSL TEAM AT HAYES

We are a friendly and hard-working leadership team committed to supporting staff, students and leaders across the school to enjoy and achieve.

We are looking for the right candidate with skills and experience that will enhance our school and support us on our journey beyond outstanding.

The successful candidate will be expected to play a key role of Designated Safeguarding Lead (DSL) for the school and lead on all areas of safeguarding and child protection across the school.

Additional responsibilities will be decided on appointment.

JOB DESCRIPTION

Manage referrals

- The deputy designated safeguarding lead is expected to support the designated safeguarding lead in referring cases of abuse, neglect, crime to the adequate authorities:
- Attend CIN, CP and other safeguarding meetings as required by the designated safeguarding lead
- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority

Working with others

- deputise for the designated safeguarding lead when necessary
- act as a source of support, advice and expertise for all staff;
- act as a point of contact with the safeguarding partners;
- liaise with the headteacher and other staff on matters of safety, safeguarding and welfare of children
- promote supportive engagement with parents and/or carers and teachers in safeguarding
- ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures,
- ensure the school's child protection policy is reviewed annually
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them

Attendance

- Provide the key link between safeguarding and attendance
- Attend and run attendance huddles as required
- Complete home visit meetings as required
- Liaise with social care over students non-attendance where they are open or were previously open to social care

Safety Plans

To complete safety plans and risk assessments as required.

Looked after children

- Coordinate, and lead on PEP meetings, as required
- Work closely with the Senior Lead for LCA
- Be a champion for LCA students with the Senior Leader attached

Information sharing and managing the child protection file

- Support the designated safeguarding lead in ensuring that child protection files are kept up to date.
- Ensure child's protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term.

This job description will be reviewed with detailed tasks on appointment and periodically and may be subject to modification and amendment at any time after consultation with the post holder. The Head of School reserves the right to ask any member of staff to undertake any additional duties that may be necessary and reasonable to ensure the smooth running of the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note the appointment will be subject to satisfactory references, medical clearance and an Enhanced Disclosure and Barring Service check.

PERSON SPECIFICATION

The person appointed to this post will possess:

Qualifications:

- Advanced level safeguarding and child protection training
- Prevent duty training
- QTS, Social work qualification, pastoral qualification or other safeguarding/ child protection certificate

Experience:

Working with children and young people

- Work in a secondary school setting (teacher, pastoral role, SEN, behaviour support, etc.).
- Strong understanding of adolescent development and the risks affecting teenagers (e.g., online harm, exploitation, mental health).

Dealing with safeguarding concerns

- Handling disclosures from students.
- Recording and reporting concerns in line with statutory guidance.
- Liaising with pastoral staff, teachers, and external agencies.

Multi-agency working

- Collaborating with: Children's Social Care, Early Help services, Police, CAMHS and Other safeguarding partners
- Understanding thresholds of intervention.

Knowledge of relevant legislation and guidance

- Keeping Children Safe in Education (KCSIE)
- School safeguarding policies and local procedures.

Managing sensitive information

- Maintaining secure, accurate safeguarding records.
- Understanding confidentiality and GDPR in a safeguarding context.

Supporting staff

- Advising colleagues on safeguarding referrals.
- Delivering or contributing to staff safeguarding training.

- Promoting a safeguarding culture across the school.
- Working with vulnerable groups

Knowledge, Skills and Competencies

- Knowledge of safeguarding & child protection legislation and processes
- Knowledge of internal policies and local safeguarding partnership arrangements
- Ability to assess safeguarding concerns quickly and accurately
- Skilled in making sound, timely decisions under pressure
- Ability to escalate concerns appropriately to social care or emergency services
- Excellent verbal and written communication
- Ability to deliver safeguarding training or briefings to staff
- Skilled at providing advice, guidance, and reassurance to colleagues
- Ability to manage multiple cases and deadlines
- Ability to remain calm, focused, and professional when dealing with distressing situations
- Maintains strict confidentiality and understands when information must be shared
- High personal integrity and commitment to safeguarding
- Demonstrates empathy, respect, and a non-judgmental attitude
- Confident taking ownership in the DSL's absence
- Consistently puts the needs and safety of the child first.

SELECTION CRITERIA

Qualifications & Training	
Advanced level safeguarding and child protection training	Essential
Prevent duty training	Essential
QTS, Social work qualification, pastoral qualification or other safeguarding/child protection certificate	Essential
Level 3 Safeguarding DSL Qualification (Completed or willing to undertake)	Essential
Professional Experience & Knowledge	
Working with children and young people	Essential
Dealing with safeguarding concerns	Essential
Multi-agency working	Essential
Knowledge of relevant legislation and guidance	Essential
Supporting staff	Essential
Knowledge of safeguarding & child protection legislation and processes	Essential
Knowledge of internal policies and local safeguarding partnership arrangements	Essential
Ability to assess safeguarding concerns quickly and accurately	Essential
Ability to escalate concerns appropriately to social care or emergency services	Essential
Excellent verbal and written communication	Essential
Ability to deliver safeguarding training or briefings to staff	Essential
Skilled at providing advice, guidance, and reassurance to colleagues	Essential
Ability to manage multiple cases and deadlines	Essential
Ability to remain calm, focused, and professional when dealing with distressing situations	Essential
Maintains strict confidentiality and understands when information must be shared	Essential
High personal integrity and commitment to safeguarding	Essential
Demonstrates empathy, respect, and a non-judgmental attitude	Essential
Confident taking ownership in the DSL's absence	Essential
Consistently puts the needs and safety of the child first.	Essential
Personal Attributes	
Be passionate about young people and their education	Essential

Have a commitment to raising standards and achievement	Essential
Show evidence of being able to build and sustain effective working relationships with students, staff, governors, parents and the wider community	Essential
Have an excellent punctuality and attendance record	Essential
Show a commitment to safeguarding and promoting the welfare of children and young people	Essential

Application Procedure

- 1) Carefully read all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If successful, you will receive either an email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
- 3) Candidates called to an interview will:
 - a) Be given a tour of the school.
 - b) Have an opportunity to meet with members of the Senior Leadership and Safeguarding team.
 - c) Be expected to teach a lesson to students that will be observed by one or more members of the staff and usually including the Head of Department and/or a member of the Senior Leadership Team. Details of the lessons to be taught will be given in advance.
 - d) Complete a task and participate in other activities, as required.
 - e) Have a formal interview with the Head of School and Executive Headteacher.

Pre-Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Head of School or mentor at your placement if you are still training. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 3) Provide proof of eligibility to work in the UK.

- 4) Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

This post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.