



**HIGHFIELDS
SCHOOL**

Boundary Way, Penn,
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NOR 1768 SIXTH FORM 366

DEPUTY DESIGNATED SAFEGUARDING LEAD

Required for September 2026

NJC Grade 5 (estimated actual salary £27,149 - £30,472, Pending Pay Award)

37 hours per week

Term Time + 2 Weeks

We wish to appoint an enthusiastic individual to join our Safeguarding Team, supporting students and staff to ensure the school has a culture in which everyone feels safe and understands their responsibilities in keeping themselves and others safe. Applicants will have experience of working with children and young people, and have an excellent working knowledge of safeguarding as outlined in Keeping Children Safe in Education 2025.

This is a fantastic opportunity to join a highly valued supportive team.

As a team we offer:

- An established culture of safeguarding
- Experienced and supportive colleagues
- A creative and collaborative working environment
- An inclusive team that supports a wide range of students across the school
- A commitment to continually improving our own practice
- Opportunities for personal development
- Excellent working relationships with external organisations to support our young people

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

How to Apply

Please download a copy of the school's Support Staff Application Form from our website (<https://hswv.co.uk/support-staff-vacancies>) and return by email to recruitment@hswv.co.uk.

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mrs A Bates: Deputy Headteacher, Inclusion and Standards – abates@hswv.co.uk

Closing date: Thursday 25th June 2026 at 9am

Interviews: w/c Monday 29th June 2026

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post title:	Deputy Designated Safeguarding Lead
Purpose:	<ul style="list-style-type: none">• Deputise for the Designated Safeguarding Lead (DSL) in managing safeguarding referrals and support to vulnerable students across the school (including online safety and understanding the filtering and monitoring systems in place).• Alongside the DSL, ensure an inclusive culture in which everyone feels safe and understands their responsibilities in keeping themselves and others safe.• Take part in strategy discussions, inter-agency meetings and contribute to the assessment of children.• Advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the Local Authority and Police.
Reporting to:	Designated Safeguarding Lead
Responsible for:	N/A
Liaising with:	Heads of School, SENCO, Safeguarding Team, Inclusion Team
Working Time:	37 hours per week, term time + 2 weeks
Salary/Grade:	Grade 5
Disclosure level:	Enhanced

Main (Core) Duties

- Deputise as Designated Safeguarding Lead (DSL), overseeing the child protection work and cause for concern records for the whole school.
- Work closely with the Inclusion Team to ensure the welfare of students attending the school.
- Coordinate the family help pathway provision, complete assessments and attend panels to present cases where necessary.
- Identify and address the needs of the most vulnerable students and families in order to overcome barriers to learning.
- Ensure that Children in Care (CIC) have high quality Personal Education Plans (PEPs) with smart targets.
- Work with families so that they are able to support their child's learning and wellbeing.
- Work in collaboration with the Safeguarding Team to ensure continuing and cohesive support for identified families.
- Be familiar with, and know how to implement, all statutory safeguarding guidance; including KCSIE and the Prevent Duty.

Welfare and Safeguarding

- Be accountable for ensuring the use and development of the internal referral system for all cases reported, and administer the system in school.
- Understand and implement the appropriate use of external referral processes; including Local Authority procedures and the procedures of other external agencies.
- Liaise with external agencies including the Child Protection Team and Social Services where there are child protection concerns and initiate referrals for an Initial Assessment of Need.
- Attend case conferences, core group meetings, Child in Need (CIN) and Team around the Child (TAC) meetings, outside term time if required.
- To action caseloads as assigned by the DSL.
- Be responsible for working with wider pastoral teams in school to support the welfare and wellbeing of students.
- Have a clear understanding of the needs of vulnerable students, including CIC, those previously looked after, Young Carers, those seeing a CAMH professional and internal and external counsellors. Support these students as required.
- Take responsibility for child protection and for those students looked after by the Local Authority in liaison with other senior leaders.
- Work with vulnerable children and their families as identified by the Headteacher and undertake assessment, including Early Help Assessments. Develop a plan that meets their needs, addresses family issues and supports them to access appropriate services to enhance the team around the family.
- Adhere to protocols where referrals to Social Care and Health should, wherever possible, be with the knowledge and/or consent of the student and/or their parents, unless to obtain such consent would place the child at risk of significant harm.
- Advise and provide CPD to staff within the school and across the Lykos Multi-Academy Trust on safeguarding matters as academy, local and national needs require.
- Promote Child Protection Awareness within the academies, offering guidance on the Framework for Assessment of Need.
- With colleagues, help identify factors affecting an individual students' wellbeing and behaviour within the academies and at home, and to facilitate appropriate interventions with other professionals and agencies where necessary.
- Support students and families who are at risk of exclusion because of a number of factors; including poverty, poor housing, refugee status etc.
- Keep accurate records of information, referrals and completed work.
- Establish effective communication with staff to ensure student's needs are met and use detailed knowledge and specialist skills to support learning and progress, promote independence and develop social/emotional needs.
- Maintain appropriate resources, databases, and case files e.g. child protection files and making notes at meetings.
- Maintain confidential, efficient and comprehensive child protection records, providing regular reports as required.
- Help identify factors affecting an individual student's wellbeing and behaviour in school and at home, and facilitate appropriate interventions with other professionals and agencies where necessary.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, online safety, security, and confidentiality, reporting all concerns to an appropriate person to ensure students' wellbeing.

- Support administration for the leadership teams in terms of student attendance to after school sanctions, liaising with home as appropriate.

Online Safety

- Fulfil the role of CEOP Ambassador within school.
- Raise awareness and educate students and parents regarding online safety matters.
- Regularly update the school website and signpost for both students and parents.
- Action any Smoothwall concerns that are raised and inform parents and colleagues where appropriate.

Contribute to the School

- To play a full part in the life of the school and trust community, to support its distinctive mission and ethos and encourage staff and students to follow this example.
- To follow academy policies, practices and procedures.
- Be aware of, and comply with, policies and procedures (e.g. safeguarding policy and procedures, health, safety, online safety and security, confidentiality and data protection) in all work undertaken.
- To attend staff meetings.
- Contribute to, and participate in, Trust events and activities where possible.
- Develop and maintain effective working relationships with staff and parents/carers.
- Accompany staff and students on visits, trips and out of school activities as required.

Holding and Sharing Information

- Understand the importance of information sharing within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Keep detailed, accurate, secure written records of concerns and referrals.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with Lykos Multi-Academy Trust on all issues to do with Health, Safety and Welfare.
- Work within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development

- In conjunction with the DSL, take responsibility for personal professional development, keeping up to date with research and developments related to efficiency, which may lead to improvements in the day-to-day running of the school.
- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, Knowledge and Skills' section of Annex C.
- Undertake Prevent Awareness training.
- Refresh knowledge and skills at regular intervals and at least annually.

- Undertake any necessary and identified professional development, taking full advantage of any relevant training and development available, particularly when related to the use of ICT or for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Keep up to date with current and new legislation and statutory guidance.
- Participate in relevant training and maintain an up-to-date working knowledge of relevant issues, disseminating this information to other pastoral and support staff as appropriate.

Understanding the Views of Children

- Encourage a culture of listening to students and taking account of their wishes and feelings among all staff, and in any measures the school may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Child Protection and Safeguarding

- Have a shared responsibility for the safeguarding of all children and young people.
- Promote the welfare of all children and young people.
- Follow school policies and the staff code of conduct.
- During Term Time, be available during school hours for staff to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.

Other Specific Duties

- To undertake relevant training to enhance personal development and use this to benefit students' learning and the school.
- To contribute to the School Self Review Progress.
- To engage in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employer who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:
Member of staff



HIGHFIELDS SCHOOL

DEPUTY DESIGNATED SAFEGUARDING LEAD PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE
At least 2 years' Safeguarding experience - working with children in an educational background	✓	
Experience of working and engaging with vulnerable families	✓	
Experience of liaising with external organisations on child protection matters	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Good understanding of child protection policies, procedures and the importance of safeguarding	✓	
Working knowledge of school procedures		✓
Effective verbal and written communication skills	✓	
Ability to plan and prioritise casework	✓	
Good time management/organisational skills	✓	
Good listener and empathetic	✓	
Work constructively as part of a team	✓	
Assertive and proactive	✓	
Flexible and adaptable approach to people and situations	✓	
Ability to act with sensitivity, discretion and confidentiality	✓	

OTHER	ESSENTIAL	DESIRABLE
A commitment to safeguarding and promoting the welfare of children	✓	
Personal presence and high expectations	✓	
Committed, dedicated and approachable	✓	
Positive outlook and strong work ethic	✓	
Flexibility in working hours when necessary	✓	