



JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
Mabel's Furlong, Ledbury, Herefordshire HR8 2HF

11-18 Mixed Comprehensive (NOR 843)

Tel: 01531 631012

Email: admin@jmhs.hereford.sch.uk Website: www.jmhs.hereford.sch.uk

Deputy Designated Safeguarding Lead (DDSL)

Required to start as soon as possible

37 hours per week, term time only plus 4 weeks, 42 weeks per year

(8:30-4:30 Mon-Thurs, 8:30-4 Fridays - Working hours can be discussed if required)

HC7 £32,061 to £36,363 (pro rata: £29,688 to £33,672)

We are seeking to appoint a dedicated member of staff to work closely with students and families and act as the Deputy DSL.

The successful candidate will be organised, proactive, and passionate about supporting students and their families, and have experience of working within a safeguarding role with children and their families.

JMHS was inspected by OFSTED in November 2022 who confirmed our good grading and whose comments included:

- Pupils behave well. They are polite to their teachers and considerate of their peers.
- Parents rate teachers' high expectations because they push pupils to do more. Many say teachers go 'above and beyond' for their children.
- Pupils can do unusual stuff at this exciting school
- School leaders have constructed a rich and engaging curriculum

We welcome visits from prospective applicants. If you would like to visit the school or discuss the position further please email Andy Williams Assistant Headteacher and Designated Safeguarding Lead andy.williams@jmhs.hereford.sch.uk.

Further information can be found at <https://www.eteach.com/job/deputy-designated-safeguarding-lead-1518366>

Applications Forms should be emailed to vacancies@jmhs.hereford.sch.uk. We do not accept CVs. As part of your application you should submit no more than 1 side of A4 detailing how your skills and experience make you the right candidate for this post.

JMHS is committed to the protection and safety of its pupils and therefore all appointed candidates will be subject to a Disclosure and Barring Service check at Enhanced Level and shortlisted candidates an online google search.

Closing date: 9am Tuesday 2nd December 2025

Interview date: Friday 5th December 2025

November 2025

JOB DESCRIPTION: Deputy Designated Safeguarding Lead (non-teaching)

37 hours per week - Term Time Only plus 4 weeks, 42 weeks a year

(8:30-4:30 Mon-Thurs, 8:30-4 Fridays - Working hours can be discussed if required)

Organisational information:

Responsible to: Designated Safeguarding Lead (Assistant Headteacher)

Functional links: Year Leaders, Student Support Assistants, SEND Team, Hub/Haven Staff, SLT; BRR Team; Careers Advisor; External Agencies; Parents and Carers: Local Authority Children's Services (MASH teams)

Key Responsibilities

Overarching:

- Oversee day to day safeguarding matters and procedures
- Deputise for the DSL on all matters relating to Safeguarding and Child Protection as delegated by the DSL and act up in their absence or unavailability

Managing referrals:

- Refer cases of suspected abuse to the local authority children's social care
- Coordinate the work of external agencies within school including managing meeting schedule for Core Group, CLA reviews and Child Protection meetings- preparing for and attending where necessary
- Support the referral of cases into the Early Help Team or other appropriate family support agencies including Police referrals
- Refer cases to the Prevent programme where there is a radicalisation concern
- Ensure Safeguarding Concern register is an updated and accurate record of information and intervention
- Support where there is cross over of concerns – referrals to Mental health support organisations.
- Act as lead professional with support from South Herefordshire hub on Early help assessments and Graded Care Profiling
- Act as main channel of referral and monitoring of safeguarding concerns for extracurricular activities in the school and the operations of JM Sport and JM Arts

Working with staff and other agencies:

- Support DSL in the induction and appropriate training for all staff working within the school
- Inform the DSL and Headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm and police investigations
- Act as a source of support, advice and expertise for safeguarding to all staff
- Support the attendance team with home visits where we feel there may be a case of educational neglect or a need to ascertain safe and well status
- Visit where required Alternative Providers to review wellbeing and safeguarding protocols for students having off site curriculum provision
- Act as part of the team providing safeguarding support and emergency cover during school holidays
- Ensure our early Help Offer is an accurate record of support and interventions that we can signpost parents and carers to in good faith

Training:

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Refresh knowledge and skills at least annually so as to remain up to date with any developments relevant to the role
- Attend and be aware of a range of Child Protection training opportunities provided by the local authority

Other areas of responsibility:

- Work with the DSL and Dedicated Lead for Children Looked After (CLA) students in providing adequate as outlined in Personal Education Plans
- Support the transition and admissions team at busy times in the timely and secure transfer of safeguarding files and information between key stages and where there is an in-year transfer
- Support the safeguarding team to provide necessary data to support safeguarding reports for the governing board and other external reviewers via the data dashboard and section 175 review
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Where required cover for the absence of other key pastoral roles such as Student Services Support Assistants, SEND and Inclusion TA staff and tutors

NB: All staff are required to complete a 6 month probationary period during which time suitability for the post will be assessed.

PERSON SPECIFICATION – Deputy Designated Safeguarding Lead



	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	Experience of working with children of secondary age Experience of supporting young people and families Experience of working in a public sector relevant to the role	Experience of working in a relevant education or social care setting Experience of working with children in a safeguarding, wellbeing context	Application form Interview References
Qualifications and Training	GCSEs in English and Maths at least at Grade C or grade 4 or equivalent Willingness to undertake training in all areas of the job description as required (eg Graded Care Profiling)	Qualifications relevant to an educational setting Qualifications relevant to children's safeguarding and welfare	Application form Certificates Interview
Skills and Abilities	Can use ICT effectively to support administration of caseload (eg email, Internet, Basic Excel Spreadsheets etc) A confident and effective communicator who is willing to conduct tough conversations with students and their families Good understanding of parenting approaches Ability to relate well to young people and adults, and to build positive working relationships Work constructively as part of a team and independently Ability to develop specific plans to support families Knowledge of/willingness to learn about external agencies to refer for additional support	Good understanding of child development, learning processes and factors that affect how students learn Knowledge of working within a SEN and or EBD environment A good understanding of Local authority protocols and policy for managing safeguarding	Application form and supporting statement Interview References

	Full working knowledge of relevant policies/codes of practice/legislation		
Other factors	A thorough understanding of an adults' role in safeguarding young people A strong commitment to professional development and learning collaboratively DBS at Enhanced Level		Application form and supporting statement DBS check Interview References

Hours

37 hours per week term time only, plus 4 weeks for Inset days and school holiday support

42 weeks per year

8:30-4:30 Mon-Thurs, 8:30-4 Fridays - Working hours can be discussed if required

Working pattern to be discussed and agreed with successful candidate

Salary

HC7 £32,061 to £36,363 (pro rata: £29,688 to £33,672)