

President
Kennedy
School



Building Brighter Futures

Deputy Designated Safeguarding Lead Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Tyson Lane
Head Teacher



President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	DEPUTY DESIGNATED SAFEGUARDING LEAD	
OPPORTUNITY	We are seeking an excellent Deputy Designated Safeguarding Lead to work with the Designated Safeguarding Lead to support staff to safeguard the school community as well as promote students' welfare and develop effective liaison with external services to provide support, advice and guidance on safeguarding issues. In addition, to work as part of the inclusion team to provide intervention and mentoring support for a key case load of high-profile vulnerable students.	
REPORTING TO	Designated Safeguarding Lead	
LOCATION	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust.	
SALARY / HOURS	Grade 6	£30,547 - £36,751 (pro rata, per annum)
	37 hours per week	Term Time only, plus 3 weeks (41 weeks)
	Monday – Thursday:	8.00 am – 4.00 pm
	Friday:	8.00 am – 3.30 pm
BENEFITS: ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p data-bbox="416 2069 1165 2101">www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>	

Building Brighter Futures



Job Description

Job Purpose:

To work with the Designated Safeguarding Lead to support staff to safeguard the school community and promote students' welfare and develop effective liaison with external services to provide support, advice and guidance on safeguarding issues. In addition to work as part of the inclusion team to provide intervention and mentoring support for a key case load of high-profile vulnerable students.

Duties and responsibilities:

Safeguarding:

- Act as the Designated Safeguarding Lead when the DSL is not available.
- Take a lead role in developing preventative practice and intervention with regards to child exploitation
- Support students in their learning, and encourage positive attitudes and behaviour in and around school.
- Champion safeguarding and student welfare across the School, sharing best practice and ensuring that school policy is enacted in practice.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures the School may put in place to protect them.
- Work in partnership with the Designated Safeguarding Lead and internal and external colleagues to ensure that the school meets statutory and local requirements in relation to safeguarding.
- Ensure the School's Safeguarding & Child Protection policies are known, understood and used appropriately.
- Support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.
- To be a key adult for our Looked After Children / previously Looked After Children
- To maintain develop and co-ordinate the support / provision for our Looked After Children



Duties and Responsibilities Continued:

Supporting policies and practices in School

- Work with the DSL to ensure that support is always available for staff in the School to discuss any safeguarding concerns.
- Maintain accurate, detailed and up to date student Child Protection records and in-house documentation, managing these in accordance with the Data Protection Act.
- Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.
- Provide support to ensure that the Trust's safeguarding policies and procedures are in place.
- Support with training for new members of staff
- Support the DSL in ensuring parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
- Support the DSL in ensuring that the school website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly.

Managing referrals

- As Deputy DSL refer / ensure any cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- As Deputy DSL refer / ensure any concerns of potential radicalisation are referred to Channel and / or the appropriate body, and support staff through this process as required.
- Support the management of the CPOMS reporting system, producing reports and monitoring to support the DSL.
- Refer cases where a crime may have been committed to the Police as required.

Multi agency working

- Represent the school at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.
- Ensure that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored.
- Co-ordinate the work of colleagues and external agencies, working with the DSL and Hub teams to allocate resource and support so that the team(s) working with vulnerable students provide effective support

Preventing radicalisation

- Support the DSL to lead the school's efforts to safeguard students from potential radicalisation in accordance with the Prevent Duty and Channel Duty Guidance for England and Wales.
- Support the DSL to advise and support staff, students and parents with matters relating to Prevent, ensuring that staff are appropriately trained and are aware of the referral processes.
- Support the DSL to liaise with the Police and associated Prevent coordinators to ensure students receive annual age-appropriate educational opportunities through workshops, visits/visitors and assemblies.



Duties and Responsibilities Continued:

Inclusion Support

- Hold a case load of high-profile vulnerable students from across the school. Work closely with the Hub Teams and Director of Inclusion to remove barriers to learning and attendance.
- Lead, train staff and deliver as appropriate, a range of interventions as part of the inclusion team to remove barriers to learning for targeted individual and groups of students
- Work with the Hub teams and proactively visit parents of vulnerable students to improve parental engagement and student learning and attendance.
- Work with the Hub teams and regularly meet parents of targeted students in school to discuss student progress.

Other

- To be a port of call for Child Protection issues within the Key Stage Hubs.
- Attend briefings/meetings in accordance with the requirements of the Key Stage Hubs.
- Undertake other duties and responsibilities as directed by the Designated Safeguarding Lead.
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Safeguarding Assistant and Inclusion Support are up to date.
- Be a professional role model, and understand and promote the aims of the school and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above A relevant degree level qualification or equivalent. 	<ul style="list-style-type: none"> Deputy DSL trained Social Work degree or similar level professional experience in Social Care or family intervention or support services Evidence of professional development in a relevant discipline e.g., coaching, mentoring 	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Able to engage learners and maintain discipline Highly organised and can prioritise Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals IT literate including Microsoft word, excel and outlook Able to be proactive, pre-empting student needs Good listening and problem-solving skills Ability to deal with situations calmly and efficiently Able to demonstrate empathy; to be supportive, patient and caring 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONTINUED	<ul style="list-style-type: none"> • Able to demonstrate a commitment to school improvement and raising achievement for all students • Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources • Able to work as a member of a team and liaise effectively with others • Able to support and appropriately challenge other professionals, to ensure the effective support and safeguarding of students. • Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges • Able to maintain a consistently positive approach and give constructive feedback to students • Adapt to changing role requirements • Able to keep accurate written records and assist with monitoring and evaluation • Able to interpret and use written and numerical data • Able to devise and implement action plans for individual and groups of students • Able to adapt and modify materials and resources to make them accessible to students • Able to support the implementation of the school's Behaviour Policy • Able to work as an effective team member and work on own initiative • Able to maintain confidentiality and data security • Able to consistently produce high quality work 		
EXPERIENCE	<ul style="list-style-type: none"> • Significant experience leading safeguarding casework with external agencies in a school setting • A minimum of 2 years' classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Providing individual support for children and young people 		Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An excellent understanding of the needs and characteristics of young people • An appreciation of different learning styles associated with the development of young people and potential barriers to learning • Good understanding of the roles played by various adults in the education of young people • A sound knowledge of the nature of work undertaken by a Secondary School • A broad and deep understanding of issues pertaining to safeguarding children and young people, in a diverse urban context. 		Application Form Interview
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:
31st May 2026

Interviews:
w/c 1st June 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application, please read the following policies found at:
www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- President Kennedy School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.