



Application Pack

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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Deputy DSL at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

We are seeking to appoint a dedicated individual with a thorough and meticulous working approach to carry out this essential role with our safeguarding team. The successful candidate should have the skills and experience to offer excellent support to the DSL, as well as the mindset to solve problems and overcome challenges.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent guidance and support from an experienced and committed DSL and wider Senior Leadership Team, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Karen Lightfoot
Headteacher



Job Description

Responsible to: Designated Safeguarding Lead

Purpose

To support safeguarding, early help, and attendance processes across the school by working proactively with pupils, families, and external agencies. The role focuses on early intervention, accurate record keeping, and ensuring appropriate support is in place to improve outcomes for vulnerable pupils.

Main Activities and Responsibilities

- Respond to daily safeguarding concerns, ensuring all information is recorded accurately and in a timely manner on CPOMS.
- Maintain up-to-date, detailed and confidential safeguarding records in line with statutory requirements.
- Liaise effectively with multi-agency partners including CFWB, MASH, Children's Social Care (CSC), Police and Health professionals to support safeguarding cases.
- Attend weekly safeguarding team meetings, contributing to discussions, case updates and action planning.
- Maintain and regularly update the school's Vulnerable Pupils List, ensuring appropriate monitoring and intervention.
- Undertake Section 19 referrals where appropriate.
- Attend safeguarding training and professional development as directed by the Designated Safeguarding Lead (DSL).
- Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence
- Lead and action all Level 2 Early Help Assessments, working closely with CFWB to ensure timely and effective intervention.
- Support vulnerable families through appropriate referrals and ongoing engagement with support services.
- Attend CFWB Family Hub Partnership meetings to contribute to coordinated support for families.
- Act early in identifying attendance concerns, analysing trends and patterns to inform intervention strategies.
- Work closely with the Attendance Team and Safeguarding Home Liaison Officer to address persistent or emerging attendance issues.
- Collaborate with Heads of Year and pastoral staff to ensure timely follow-up actions are implemented.
- Attend monthly attendance meetings with the Senior Leadership Team (SLT) Attendance Lead and DSL to review and monitor progress.
- Work collaboratively with internal staff and external agencies to provide a coordinated approach to safeguarding, early help, and attendance.
- Ensure effective communication and information sharing to support pupils and their families.
- Work closely with pastoral teams and Heads of Year to support pupil wellbeing and remove barriers to learning.
- Ensure all actions and interventions are completed within agreed timescales.
- Uphold confidentiality and adhere to safeguarding, data protection, and school policies at all times.
- Act as Deputy Designated Safeguarding Lead (DSL) as directed by the Headteacher.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Person Specification Form		
Job title: Deputy Designated Safeguarding Lead		September 2026
Establishment: Shuttleworth College		Permanent
Requirements - (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I) or reference (R)
Qualifications		
GCSE Maths and English grade C or above	E	A
Level 4 qualification or higher in a relevant field (e.g. safeguarding, education, social care)	E	A
DSL safeguarding training or commitment to undertake	E	A
Training in areas such as mental health, early help, trauma-informed practice, or behaviour support	D	A
Experience & Professional Knowledge		
Experience of working with children and young people in an educational or pastoral setting	E	A, I, R
Experience of supporting vulnerable children and families	E	A, I, R
Experience of recording and managing safeguarding concerns (e.g. CPOMS or similar system)	E	A, I, R
Experience of working with external agencies (e.g. social care, health, police)	E	A, I, R
Experience of handling confidential and sensitive information appropriately	E	A, I, R
Experience of attending multi-agency meetings (e.g. CIN, CP conferences, TAF)	D	A, I, R
Experience of responding to complex safeguarding referrals	D	A, I, R
Knowledge, skills and abilities		
Sound knowledge of safeguarding and child protection procedures	E	A, I, R
Understanding of relevant legislation and statutory guidance (e.g. Keeping Children Safe in Education)	E	A, I, R
Knowledge of early help processes and thresholds for intervention	E	A, I, R
Awareness of issues affecting vulnerable children and families (e.g. neglect, mental health, exploitation)	E	A, I, R
Knowledge of local safeguarding procedures and referral pathways	D	A, I, R
Awareness of trauma-informed and restorative approaches	D	A, I, R
Personal Characteristics		
Organised and dedicated with high levels of initiative	E	A, I, R
High level of integrity, professionalism, and confidentiality	E	A, I, R
Empathetic, patient and supportive approach when working with pupils and families	E	A, I, R
Ability to work hard under pressure while maintaining a positive, professional attitude	E	A, I, R

The ability to work closely as part of a team with a good sense of humour	E	I,R
Resilient and able to manage emotionally demanding situations	E	I,R
Ability to reflect on current practice and use this information to constantly improve.	E	A, I, R
Other		
Commitment to health and safety	E	I
Positive health and attendance record	E	I
Please Note: References will always be considered before confirming a job offer in writing.		

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

