

Job Description

Deputy Designated Safeguarding Lead

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| Line Manager: Assistant Principal for Safeguarding |
| Department: Safeguarding |
| Pay Scale NJC point 19 – 23 (Pro Rata) |
| <p><u>Hours of Work</u></p> <p>Normal duty hours for this post will be 8.30am-4.30pm. In any working day a ½ hour lunch break is allowed for. There will be a requirement for some work to be carried out over the holidays, with 2 weeks of out of term time working.</p> |
| <p><u>Core leadership qualities</u></p> <ul style="list-style-type: none"> • Clear and consistent Vision and Values • Ability to motivate and empower others • Positive attitude to continuous improvement • Flexible leadership styles • Leading by example • Effective communication skills |
| <p><u>Summary of the main aspects of the post</u></p> <ul style="list-style-type: none"> • Ensure, wherever possible, the safety of all students and staff at the school • Provide immediate updates to the Head of School and Assistant Head for Safeguarding of all serious safeguarding incidents involving students and/or staff • Provide advice and guidance to leadership and staff on any safeguarding concerns at all levels of risk • Provide half termly reports to the Head of School and Assistant Head for Safeguarding, leadership and governance on the whole school safeguarding picture, developments and next steps • Management of team and the responsibility to continually develop, each member of the team professionally in their respective role • Provide and facilitate bespoke and statutory training and CPD for staff • Be aware of and respond to the ongoing developments and legislation changes within the educational landscape with regard safeguarding • Build positive relationships with students and families through communication and implementation of effective systems • Liaise with outside agencies, attending internal and external meetings where appropriate • Develop effective lines of communication with all staff, in particular those staff with pastoral responsibility • To develop and facilitate reintegration packages for students • Contribute to the overall aims and ethos of the school • Participate in the performance review process |

Summary of key aspects of the deputy designated safeguarding lead:

- To work with the other DDP in supporting the SDP in the development of safeguarding and child protection policies, training, procedures and guidance for the school.
- Work closely with the LA to ensure The Prescott School is compliant in all aspects of Safeguarding.
- Ensure all TAF cases are fully coordinated, through liaison with other SG team members and the admin staff as appropriate.
- To receive and coordinate referrals, arrange action and review services for children and families.
- To maintain accurate, confidential and up to date documentation on safeguarding and CP cases, including appropriate data.
- Maintain a high profile as the recognised point of contact freely available to all wishing to raise concerns or seek help or guidance regarding safeguarding or CP issues.
- To be the school lead in attending multi agency meetings where required.
- Work with the Assistant Principal for Safeguarding to provide training for all staff and ITT.
- Prepare reports for SLT and Governors as appropriate.
- Actively seek out relevant and up to date training and ensure each member of the safeguarding team attends training appropriate to their role and development needs.
- To attend weekly safeguarding meetings, sharing information regarding current CP, CIN, TAF cases.
- To be the school lead when completing MARFs.
- To support the DSL with the management of Low Level Concerns.

To undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job.

This job description will be reviewed annually and may be subject for amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties.