

Job Title: Deputy Designated Safeguarding Officer (Non-Teaching)	Pay Scale: PPS 9
Normal Place of Work: The Priory Ruskin Academy	Line Manager: Designated Safeguarding Lead/ SLT responsible for Safeguarding
Role Summary: To be a Deputy Designated Safeguarding Officer (DDSO). To support the Designated Safeguarding Lead (DSL) in managing the safeguarding rota and the management and upkeep of My Concern.	

DUTIES AND RESPONSIBILITIES

Safeguarding:

1. To be a Deputy Designated Safeguarding Officer for Key Stages 3, 4 and 5.
2. To liaise with the senior leadership team (SLT) and the pastoral team on matters regarding Child Protection and safeguarding on a daily basis.
3. To liaise with Heads of House on a weekly basis to provide pastoral and safeguarding support.
4. To attend meetings to review safeguarding cases.
5. To undertake and keep up to date with any relevant training and guidance necessary to carry out the role.
6. To maintain the academy's safeguarding records.
7. To prepare student files for external audits.
8. To support the academy's Child Protection cases, including any referrals to Children's Services.
9. To arrange appointments with the School Counsellor and maintain the referral process.
10. To work with the Mental Health Support Teams (MHST).
11. To prepare student files for external audits.

Pastoral:

12. To work with Heads of House, SENDCO and Pastoral Managers to ensure effective pastoral provision for all students.
13. To support the academy's Primary Liaison process and Sixth Form Y11/12 transition process with regards to safeguarding.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated:

Please sign and return one copy of the Job Description

Person Specification – Deputy Designated Safeguarding Officer

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	Proficient in the use of email and the internet	X		AF/Cert
4.	Designated Safeguarding Training within the last two years		X	AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
5.	Current and ongoing knowledge of safeguarding training	X		AF/IV
6.	Child protection and safeguarding experience		X	AF/IV
7.	Experience of working with students	X		AF/IV
8.	Experience of working in a multi-agency arena		X	AF/IV
9.	A knowledge and understanding of the pastoral needs of students	X		AF/IV
10.	Experience of supporting groups of students as well as students on a one-to-one basis	X		AF/IV
	SKILLS AND ABILITIES			
11.	A commitment to safeguarding and ensuring and promoting the welfare of children and young people	X		AF/IV
12.	High order organisational and administrative skills	X		AF/IV
13.	Outstanding communication skills in dealing with a wide range of people	X		AF/IV/AT
14.	Ability to motivate, good interpersonal skills.	X		IV/R
15.	Able to work on own initiative as well as part of a team	X		IV/R
16.	Able to work under pressure to meet specific deadlines	X		IV/R
17.	Full UK driving license		X	IV/R
18.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	X		IV/R
19.	Must accept and actively support the Trust's agreed values.	X		IV/R
20.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

R = Skills assessed via References

IV = Skill assessed via interview

Cert = Certificate checked at interview