

<b>Job Description</b>	
<b>Department</b>	Safeguarding
<b>Post Title:</b>	<b>Deputy Designated Safeguarding Lead and Mental Health Lead</b>
<b>Salary Scale/Range</b>	SO3
<b>Hours</b>	Term time only plus INSET days; 37 hours per week, 8am to 4:00pm there is an expectation of attendance at 2 or 3 calendared evening events throughout the year.
<b>Fixed Term</b>	Initial one year fixed term contract
<b>Posts Responsible to</b>	DDSL
<b>Job Purpose:</b>	
<p>Working with SLT, to promote an ethos and attitude conducive to improved standards of safeguarding, mental health and wellbeing of all members of the community by setting high standards, establishing positive attitudes to safeguarding, mental health and effectively utilising resources to support mental health</p> <p>To enable all students to overcome personal barriers to learning and to help provide a structure that supports the safety and wellbeing of students, particularly with regard to their social, emotional, mental and physical health.</p>	

<b>Key Accountabilities/Primary Responsibilities:</b>
<p>Duties that may be carried out in this role include, but are not limited to:</p> <p><b>DDSL:</b></p> <ul style="list-style-type: none"> <li>● To act as the DDSL, working with the DSL to ensure all safeguarding matters are resolved in a timely and efficient manner.</li> <li>● To act as DSL in the absence of the DSL</li> <li>● To continuously monitor and promptly action CPOMS alongside the DSL, including making referral to MASSH, the police and other agencies.</li> <li>● To support the DSL in leading on the strategic vision for safeguarding across the school</li> <li>● To assist DSL in providing support, advice, and guidance to other staff on child welfare, safeguarding and child protection matters.</li> <li>● To liaise with Lead DSL and the Head teacher/to inform them of ongoing issues, especially those enquiries under Section 47 of The Children Act 1989 and those involving the police.</li> <li>● To liaise with outside agencies as appropriate including the police and social care.</li> </ul>

- To refer students to the relevant multi agency professionals, Children's Social Care, Police etc in instances of suspected abuse and/or neglect or for Early Help and intervention.
- To attend all Child Protection Core Groups, Initial and Review Conferences, Strategy Discussions and high-level TAC meetings. Provide a report for each meeting, document on CPOMS and ensure all actions are completed.
- To oversee the TAC/TAF process ensuring that meetings are scheduled and taking place and that documentation is up to date and actions are completed.
- To collate case studies and create the agenda for and lead the multiagency TAS meetings (every half term). Uploading the outcomes to CPOMS and ensuring all actions are completed.
- To attend and contribute to the TAS meeting.
- To attend any training and/or network meetings appropriate to the role and disseminate the information accordingly.
- To provide reports or information to all stakeholders in the absence of the DSL.

#### **Mental Health:**

- To ensure mental health, young carers and wellbeing is incorporated into the policies, pastoral support and curriculum of the school.
- To work with school staff and external agencies to identify students in need of extra support or early intervention.
- To work with students, staff and parents to support and engage them regarding managing mental health, young carers and accessing the right intervention or support for them.
- To develop plans of support that will develop pupil resilience and effective strategies to support them to succeed in school.
- To provide a safe person for students, and to mentor those who require it and conducting mental health, young carer and wellbeing check ins. This includes conducting home visits where appropriate.
- To facilitate structured support to students as appropriate including counselling sessions, mentoring sessions and drop in facilities through our external or internal agencies/interventions.
- To have oversight and coordinate access to external agencies including: Beacon, Turn the Page, Youth Offending Service, Mosaic and Mental Health Practitioner.
- To work alongside year teams to refer to the Pendlebury Centre for students requiring Social, Emotional and Mental Health intervention. Attend initial and review meetings. Maintain contact with parents and key members of staff at the Pendlebury Centre to keep up to date with progress. Facilitate packages of support for the students return to Werneth and assist with the reintegration.
- To increase the profile of mental health awareness in school including delivering assemblies, planning mental health focus weeks and inputting into the form time curriculum
- To design and deliver focused group work sessions on areas of need that are drivers behind mental health concerns within school.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of DDSL and Mental Health Lead are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
- Be a professional role model, and understand and promote the aims and the values of the Trust

### **Safeguarding and Inclusion**

- Actively promote a culture of safeguarding, inclusion and positive relationships, ensuring students feel safe and supported.
- Identify, report and act upon safeguarding concerns promptly, in line with school policy and statutory guidance.
- Work collaboratively with pastoral leaders, SEND staff and senior leaders to support vulnerable students and those at risk of exclusion.

### **Data Protection & Confidentiality**

- The Deputy Designated Safeguarding Lead and Mental Health Lead is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

- The Deputy Designated Safeguarding Lead and Mental Health Lead is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

### **Health and Safety**

- The Deputy Designated Safeguarding Lead and Mental Health Lead has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Deputy Designated Safeguarding Lead and Mental Health Lead must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal

requirements and follow the Trust's health and safety policies and procedures at all times.

This job description is reviewed on a regular basis at the time of the annual performance review to ensure it accurately reflects the role being undertaken.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*