



Kingsthorpe College

Deputy Designated Safeguarding Lead (DDSL)



Job Description

Line Manager:	Senior Deputy Headteacher & Designated Safeguarding Lead
Hours:	37 hours per week
Working Pattern	8.00am - 4.00pm (Monday – Thursday) 8.00 – 3:30pm (Friday) with a 30 Minute unpaid lunch break each day.
Number of Weeks Worked:	39 weeks per year (including 5 days training, plus some addition hours to be worked within the school to attend meeting)
Salary:	<u>Orbis Pay scale 20 - 22:</u> £26,270 - £27,600 p.a (FTE) Actual Pro-Rata Salary including holiday pay: £22,802 - £23,956 per annum.
Basis:	Permanent

Purpose of job:

- The Deputy Designated Safeguarding Lead role is key to the provision of high quality student welfare and support at the school ensuring that all students' safety and well-being is maintained.
- The Deputy Designated Safeguarding Lead will work closely with the pastoral team and external agencies developing, implementing and monitoring systems and procedures to improve student welfare, including Safeguarding concerns.
- To take lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.
- Responsibility for safeguarding children and child protection (including online safety) ensuring that the school is meeting its legal statutory requirements as laid out in Keeping Children Safe in Education to be responsible for liaising with local statutory children's services and agencies and with the key local Safeguarding partners.

Main duties and responsibilities:

- Act as a source of support, advice, and expertise for staff.
- Act as a point of contact with safeguarding partners.
- Liaise with Lead DSL and the Head teacher/to inform him/her of ongoing issues, especially those enquiries under Section 47 and Section 17 of The Children Act 1989 and those involving the police.
- To keep the Designated Safeguarding Lead fully informed of all initiatives and developments undertaken and any issues or concerns regarding the smooth and efficient functioning of her role.
- To work flexibly within the school's administrative and student support teams and be responsive to the school's changing needs.
- Where children leave the School ensure their child protection file is transferred to the new school or college within 5 school days. This should be transferred separately from the main student file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.
- To participate in the annual staff review process (performance management) and all other school self-review processes.

- Promote supportive engagement with parents and carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- To act as support to the nominated Designated Safeguarding Lead in interviews where appropriate and file and store appropriate CP files for access/referrals/case conferences.
- To attend case conference, child in need conferences and multi-agency conferences as appropriate.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments. Organise and lead Early Help Assessments to ensure timely and effective intervention is given to our students. Ensure that actions from the meetings are followed up through to implementation, and to measure the impact of these interventions.
- To liaise with other members of the Pastoral Team about any student concerns and to attend meetings as required.
- To link with the Designated Safeguarding Lead to analyse Safeguarding patterns in school and suggest how these can be reduced.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To be available for staff to discuss any safeguarding concerns
- To take lead responsibility for:
 - referring all cases of suspected abuse of any student at the College to children's social care;
 - supporting staff who make referrals to local authority children's social care;
 - as required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member);
 - taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children;
 - referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern;
 - Making referrals to the police where a crime may have been committed which involves a child.
- Understand and support the school with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation;
- Contact parents/carers as necessary to discuss support, care and guidance issues and thereby provide an effective link between home and school.
- Maintain student records regarding interventions and contact with parents via the communication log
- Maintain and distribute agreed minutes for all meeting of which the College is the lead for.
- Comply to the Safeguarding policy and Keeping Children Safe in Education, when dealing with a safeguarding referral.

Multi Agency working:

- Under the advice of the DSL, ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions for the school from planning and intervention meetings are carried out and monitored
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning in addition, review meetings. This may mean attending these during the school holidays.
- Discuss with parents/carers, and if they are in agreement liaise and coordinate with colleagues and outside organisations to refer to Early Help as soon as a problem emerges.
- Ensure that actions for the school resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated.

General

- Display appropriate conduct, behaviour and communication skills when dealing with students and other members of staff, including a commitment to equal opportunities
- Understand students' behavioural, emotional needs, learning difficulties and SEN
- Have experience of working / dealing with other people in order to enable effective interaction with members of staff, parents, students and outside agencies
- Have appropriate IT skills and experience of organising administrative / organisational systems
- Undertake relevant training that will enhance the role within the College
- Work towards ensuring adequate cover for absent colleagues
- Manage the workload on a day to day basis
- Be aware of and adhere to KC procedures for health and safety.
- Other duties in support of the College as decided by the Headteacher within the scope of this post

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment



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Deputy Designated Safeguarding Lead



Person Specification

The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Education, Training and Qualifications	GCSE (or equivalent) in English and maths	Relevant DSL training Degree

Experience/Skills And Abilities	<p>Experience of managing safeguarding in a school or other relevant organisation, including:</p> <ul style="list-style-type: none"> • Building relationships with children and their parents, particularly the most vulnerable • Working and communicating effectively with relevant agencies <p>Implementing and encouraging good safeguarding practice throughout a large team of people</p> <p>Demonstrable evidence of developing and implementing strategies to help children and their families</p> <p>Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</p> <p>Skills and knowledge</p> <p>Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</p> <p>Awareness of local and national agencies that provide support for children and their families</p> <p>Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</p> <p>Good IT skills</p> <p>Effective communication and interpersonal skills</p>	<p>Knowledge or understanding of secondary school procedures</p> <p>Knowledge of Arbor or similar Management Information System</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effect</p>
Written application	<p>A well-constructed, legible application</p>	

Personal Attributes	<p>Calm, confident attitude</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p> <p>Ability to work in a team and on your own without close supervision</p> <p>Ability to communicate effectively with children, parents and staff</p> <p>Ability to work with a range of people with the aim of ensuring the safety and welfare of children</p> <p>Able to use initiative</p> <p>Respectful of confidentiality and a professional, tactful approach</p> <p>Flexible, adaptable and proactive</p> <p>Well organised and able to meet deadlines</p> <p>Excellent attention to detail</p> <p>Honest, trustworthy and reliable</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Understand and engage with the school's Vision, Mission and Values through their everyday activities</p>	Ability to show support and challenge in a constructive way.
Equal Opportunities	An understanding of issues regarding equal opportunities for all.	Examples of good practice from their own experience.
Appearance	Accept the College dress code and dress professionally in accordance with the culture of the organisation.	
Criminal Record Check	Provide information to process a full Disclosure and Barring Service (DBS) disclosure.	

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