Job Description for the Post of Designated Safeguarding Lead at Nightingale Community Academy

Job Purpose:
As the Designated Safeguarding Lead (DSL), you will provide strategic leadership for safeguarding, child protection and learner welfare across **Nightingale Community Academy (NCA)** and **Nightingale Preparatory Learning (NPL)**.

You will lead the academy's safeguarding culture by ensuring statutory compliance with **Keeping Children Safe in Education**, working collaboratively with senior leaders, staff, families and external agencies to promote the safety, wellbeing and positive outcomes of every learner.

You will oversee safeguarding systems, line manage safeguarding staff across both sites, coordinate multi-agency working and ensure safeguarding practice is consistently implemented to the highest standard throughout the organisation.

Key Responsibilities:

1. Strategic Safeguarding Leadership

- Provide strategic leadership for safeguarding and child protection across both NCA and NPL.
- Develop, implement and review safeguarding policies, procedures and practice in line with statutory guidance.
- Lead the academy's safeguarding strategy and contribute to whole-school improvement priorities.
- Promote a culture where safeguarding is everyone's responsibility.
- Ensure safeguarding practice is consistent across both provisions.
- Chair safeguarding strategy meetings and weekly safeguarding reviews.
- Advise the Principal, Governors and Executive Leadership Team on safeguarding matters.

2. Safeguarding Case Management

- Act as the academy's Designated Safeguarding Lead for all child protection matters.
- Oversee referrals to Children's Social Care, Early Help, Police, Prevent, LADO and other statutory agencies.
- Ensure safeguarding concerns are managed promptly and appropriately.
- Maintain oversight of Child Protection, Child in Need, Team Around the Child and Early Help plans.
- Ensure safeguarding records are accurate, timely and maintained using CPOMS (or the academy safeguarding system).
- Oversee safeguarding during admissions, transitions and managed moves.

3. Leadership and Management

- Line manage Deputy Designated Safeguarding Leads and safeguarding staff across both sites.
- Provide supervision, guidance and professional support.
- Monitor safeguarding workloads and ensure effective deployment of staff.
- Support senior leaders in developing safeguarding priorities.

- Contribute to recruitment and safer recruitment processes.
- Promote high professional standards across safeguarding teams.

4. Multi-Agency Working

- Develop effective partnerships with Children's Social Care, Police, Health, CAMHS, Local Authorities and other agencies.
- Represent the academy at Child Protection Conferences, Core Groups, Strategy Meetings and professional forums.
- Build positive relationships with parents and carers.
- Ensure external recommendations are implemented effectively.

5. Safeguarding Compliance and Quality Assurance

- Complete safeguarding audits across both sites.
- Monitor safeguarding practice and identify areas for improvement.
- Produce safeguarding reports for Governors and Trust Leaders.
- Analyse safeguarding, attendance, behaviour and wellbeing data to identify trends.
- Ensure both sites remain compliant with statutory safeguarding requirements.

6. Training and Professional Development

- Lead safeguarding induction for all new staff.
- Deliver safeguarding training and updates throughout the year.
- Ensure Deputy DSLs maintain appropriate training.
- Promote trauma-informed practice, contextual safeguarding, online safety and child-on-child abuse awareness.
- Keep up to date with national safeguarding developments.

7. Professional Practice

- Promote and safeguard the welfare of children and young people at all times.
- Maintain confidentiality and professional integrity.
- Model excellent safeguarding practice.
- Maintain accurate safeguarding records.
- Participate in professional supervision and continuing professional development.
- Undertake any additional duties appropriate to the role.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Nightingale Community Academy

Person Specification for the Post of Designated Safeguarding Lead

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics	Essential
	Designated Safeguarding Lead (Level 3) Training (or willingness to obtain immediately)	Essential
	Safer Recruitment Training (or willingness to complete)	Essential
	Relevant safeguarding, education, social care or child protection qualification	Desirable
	Evidence of ongoing Continuing Professional Development (CPD)	Essential
Experience/Knowledge	Significant experience leading safeguarding within an educational setting	Essential
	Experience working as a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead	Essential
	Experience managing complex safeguarding and child protection cases	Essential
	Experience leading safeguarding practice across multiple teams or sites	Desirable
	Experience line managing staff and developing high-performing teams	Essential
	Experience working effectively with Children's Social Care, Police, Health, CAMHS, Local Authorities and other safeguarding agencies	Essential
	Experience chairing professional meetings and contributing to multi-agency planning	Essential
	Experience preparing safeguarding reports, audits and quality assurance documentation	Essential
	Experience supporting Ofsted inspections and safeguarding compliance	Desirable
	Experience using safeguarding management systems (e.g. CPOMS or equivalent)	Essential
	Significant experience leading safeguarding within an educational setting	Essential
	Experience working as a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead	Essential
Skills & Abilities	Expert knowledge of statutory safeguarding legislation, including *Keeping Children Safe in Education*, Working Together to Safeguard Children and Prevent Duty guidance	Essential
	Excellent understanding of child protection, Early Help, contextual safeguarding, online safety and child-on-child abuse	Essential
	Ability to provide strategic safeguarding leadership across	Essential

	Nightingale Community Academy and Nightingale Preparatory Learning (NPL)	
	Ability to lead and support safeguarding teams across multiple provisions	Essential
	Excellent written and verbal communication skills, including report writing and presenting information to Governors and senior leaders	Essential
	Ability to analyse safeguarding, attendance, behaviour and wellbeing data to identify trends and drive improvement	Essential
	Ability to manage multiple priorities while maintaining high standards of safeguarding practice	Essential
	Excellent organisational skills with meticulous attention to detail	Essential
	Ability to maintain accurate, confidential safeguarding records and documentation	Essential
	Strong interpersonal skills with the ability to build effective relationships with pupils, families, staff and external agencies	Essential
	Ability to remain calm, resilient and make informed decisions under pressure	Essential
	Strong ICT skills, including safeguarding recording systems and Microsoft Office	Essential
Personal Attributes	Passionate about safeguarding and improving outcomes for children and young people	Essential
	Demonstrates integrity, professionalism and sound judgement	Essential
	Committed to safeguarding, equality, diversity and inclusion	Essential
	Resilient, approachable and emotionally intelligent	Essential
	Highly organised, proactive and solution-focused	Essential
	Able to work collaboratively whilst also making confident independent decisions	Essential
	Committed to continuous professional development and reflective practice	Essential
	Flexible and adaptable to meet the needs of both academy sites	Essential
	Positive role model who promotes the values and ethos of Nightingale Community Academy and Orchard Hill College & Academy Trust	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references ***prior to interview*** *as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*