

HORSFORTH SCHOOL JOB DESCRIPTION

Job Description

Job Title:	Designated Safeguarding Lead (DSL) with day to day responsibility for Safeguarding and Child Protection
School:	Horsforth School
Pay Band:	Extended Leadership Team 5 - 7 (£40,659 to £43,228)
Responsible to:	Deputy Headteacher (Designated Safeguarding Lead: Strategic Oversight)
Line Manage:	Deputy Designated Safeguarding Lead

Purpose:

As a member of the Extended Leadership Team, the DSL will take lead responsibility for safeguarding and child protection across the school). They will participate in discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority children's services and police. Some safeguarding activities may be delegated to the deputy DSL and be supported by the Deputy Headteacher, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

The DSL will act as a first point of contact for staff, monitoring and reviewing any concerns relating to pupils' welfare; maintaining detailed, accurate and secure written records of arrangements, and any concerns. Contribute to Senior Leadership Meetings, Inclusion and Pastoral Meetings, ensuring that safeguarding is a school wide culture.

They will:

- Lead on all safeguarding and child protection matters for students
- Act as the primary contact for staff, parents, carers, and external agencies regarding safeguarding concerns.
- Ensure prompt and effective referral of cases to the appropriate external bodies.
- Maintain accurate, confidential, and up-to-date safeguarding records using CPOMS.
- Work closely with the Deputy Headteacher to ensure a whole-school approach to safeguarding.
- Ensure a culture of high aspirations for children who have or have had a social worker.
- Take part in safeguarding training and lead on updates to all staff and monitor compliance.
- Support internal safeguarding audits and oversee risk assessments.
- Ensure all safeguarding policies are reviewed, updated, and implemented effectively.

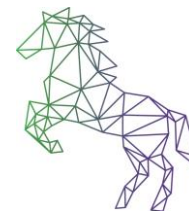
Specifically the role will entail:



- Leadership and responsibility for all day to day aspects of safeguarding and child protection in line with requirements of the role as stipulated in KCSiE.
- Oversight and Management of internal and external student referrals and actions.
- Oversight and management of student support, interventions /ensuring educational outcomes.
- Working with a range of external agencies.
- Management of CPOMs working with Day to Day Designated Safeguarding Lead.
- Oversight of archiving, transfers.
- Key person for external contact, advice, support, expertise and direction.
- Quality Assurance and Challenge of professionals.
- Line management of all DSO's including supervision.
- Oversight for all aspects of internal and external student admin, CPOM's, reports, assessments etc.
- Facilitate meetings, chair meetings.
- Key point of contact for cluster, police and NWAIP.
- Training of DSO's (Designated safeguarding officers)
- Record keeping of training.
- Lead on key staff induction.
- Lead, with the Deputy Head, on policy, audit and school procedures.
- Lead, with the Deputy Head, on whole staff training.
- Lead proactive interventions to support students.
- Support PSHCE lead and the education programmes.
- Key contact for the local authority: EST and Prevent team.
- Trustee Reports and Attendance at Trustees Meetings.
- Home Visit Lead.
- Family Liaison and Outreach for vulnerable learners including AP visits.
- To safeguard and promote the welfare of children and young people
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference, ensuring equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- Being a visible and supporting presence around the school.

Experience, skills and Knowledge

- Building relationships with children and their parents, particularly the most vulnerable.
- Working and communicating effectively with relevant agencies Implementing and encouraging good safeguarding practice throughout a large team of people.
- Successful leadership and management experience in a school or other relevant organisation.
- Experience of managing safeguarding in a school or other relevant organisation, including:



- Demonstrable evidence of developing and implementing strategies to help children and their families
- Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
- Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies
- Ability to work with a range of people with the aim of ensuring the safety and welfare of children
- Awareness of local and national agencies that provide support for children and their families
- Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns
- Excellent IT skills.
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other Stakeholders

Personal Qualities

- Commitment to ensuring the safety and welfare of children
- Commitment to upholding and promoting the ethos and values of the school
Integrity, honesty and fairness
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to equality
- Ability to work well as part of a wider team as well as being able to be proactive on an individual basis

Extended Leadership Team Expectations

As part of the extended leadership team the following aspects of the School's Teacher Pay and Conditions Document 2022 will apply:

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| • Part 2 section 11 | Pay Progression for Leadership Members |
| • Part 48 section 51.4 – 51.12 | Specified working hours |

In addition to this you may be required to undertake the following:

- Additional duties – lunch, before and after school.
- “On call” duty
- HT detention
- Additional evening events
- Extended leadership team meetings.

Participation in these additional duties will be discussed and agreed with you.