

Job Description for the Post of Designated Safeguarding Lead (DSL) & Attendance Officer

The post holder will report to the Vice Principal - Pastoral Lead.

Role Overview

We are seeking a dedicated and proactive safeguarding professional to take on the combined role of Designated Safeguarding Lead (DSL) and Attendance Officer at our special school for pupils with Severe Learning Difficulties (SLD), Autism Spectrum Disorder (ASD), and Complex Needs.

This is a key leadership role, central to ensuring the safety, well-being and inclusion of every child, while also leading on strategies to promote and improve attendance. You will work at the heart of our school community, building strong relationships with pupils, families, staff, and external agencies.

This is an exciting opportunity for someone with a strong background in safeguarding, family support, social care, or pastoral work -not necessarily within education -who is passionate about improving the lives of children and young people with additional needs.

We welcome applicants from a range of sectors including healthcare, social work, youth services, charities, and education.

Key Responsibilities

Safeguarding

- To work as a senior member of staff within the School's Leadership Team, taking lead responsibility for all safeguarding and child protection matters arising at Dysart School, providing advice and support to all staff in dealing with any child protection concerns that arise.
- To be responsible for overseeing the Safeguarding of all pupils (circa 198)
- To be given the time, funding, training, resources, status and authority within Dysart School to carry out the duties of the post including committing resources, and where appropriate, training, advising, supporting and directing other staff to act to safeguard and promote the welfare of children.
- Under the line managers lead, to create reports for the LGB and Trust including but not exclusively attendance, Safeguarding and Wellbeing Offer, Safeguarding data
- Lead the school's safeguarding provision, acting as the primary contact for all child protection concerns.
- Respond effectively to disclosures and concerns, making timely referrals to external agencies.
- Maintain accurate, confidential and compliant records.
- Lead on the development and implementation of safeguarding policies and procedures in line with statutory guidance (e.g., *Keeping Children Safe in Education* and *Working Together to Safeguard Children*).
- Provide ongoing training, guidance and support for staff across the school.
- Work in partnership with families, social workers, health professionals, and multi-agency teams to safeguard pupils.
- Attend and contribute to strategy meetings, child protection conferences and reviews.
- Embed a positive safeguarding culture across the school.

- Develop, embed and monitor short-term and long-term goals for the school's Safeguarding Ambassadors, ensuring pupils are meaningfully involved in shaping and promoting a culture of safety, respect and inclusion.
- Keep up to date with safeguarding CPD, actively seeking out new developments, research and best practice to inform training, policy and procedures within the school.

Attendance

- Monitor, track and analyse pupil attendance, punctuality and patterns of absence.
- Work closely with families to address barriers to attendance, including home visits where appropriate.
- Liaise with the Local Authority and external partners to improve attendance.
- Lead on attendance reporting, ensuring data is accurate, up to date and shared with SLT and governors.
- Promote a whole-school culture of positive attendance through proactive strategies.

Collaboration & Leadership

- To be a key member of the senior leadership team.
- Play an active role within the senior leadership and pastoral teams.
- Support transition planning and family engagement, particularly for vulnerable pupils.
- Act as a champion for inclusion, ensuring all pupils are safe, supported and heard.
- Model the school's values of respect, care and ambition in all aspects of practice.
- Attend and actively participate in OHCAT DSL forums and Achieving for Children (AfC) DSL forums throughout the year, feeding back valuable insights, updates and best practice to the wider safeguarding team.

Safeguarding Commitment

Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Appointments made will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

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

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*

Person Specification

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.

Criteria	Essential/ Desirable
Safeguarding training to DSL Level 3 (or willingness to complete on appointment).	Essential
Significant experience of working with children, young people or vulnerable adults in a safeguarding, support or pastoral capacity.	Essential
Strong understanding of the challenges faced by pupils with SLD, ASD and/or complex needs.	Essential
Experience working with multi-agency teams to safeguard and support families.	Essential
Strong knowledge of UK safeguarding legislation and procedures.	Essential
Excellent communication, organisation and record-keeping skills.	Essential
Experience in schools, education or pupil welfare roles.	Desirable
Experience monitoring and supporting attendance.	Desirable
Familiarity with digital safeguarding/attendance systems such as CPOMS (or equivalent).	Desirable
Background in social care, youth work, health or voluntary sectors.	Desirable
First aid or mental health training.	Desirable
A compassionate, child-centred approach.	Essential
Ability to manage sensitive issues with discretion and professionalism	Essential
Confidence in working independently and making informed decisions under pressure.	Essential
Strong interpersonal skills with the ability to build trust and positive relationships.	Essential
Competent IT skills for reporting, recording and communication.	Essential

The school will 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.



As part of the Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for shortlisted candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.