JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Education	Job Ref Number: To be allocated
Service Area: Maintained schools St Faith & St Martin CE Junior School	Grade: Proposed Grade 7, this post is currently undergoing job evaluation. The advertised grade is provisional and may be subject to amendment following completion of the evaluation process.
Job Title: Inclusion and Safeguarding Lead (Designated Safeguarding Lead)	

PURPOSE OF JOB:
Provide full-time, non-teaching leadership of safeguarding, inclusion and pastoral support for children and families. Act as the school's named DSL, working with the Headteacher to determine next steps and support strategies and alongside the separate SENDCO to remove barriers to learning.
Permanent; 37 hours per week; 39 working weeks per year. Junior school, Years 3–6; approximately 328 pupils.

TEAM STRUCTURE:
Reports directly to Martin Kyle, Headteacher. Active member of the Senior Leadership Team. The Headteacher is D/DSL; DSL and DDSL coordinate absence cover. Works alongside the separate SENDCO and collaboratively with teaching and support staff. No direct reports, formal line management or staff supervision. See attached proposed structure chart.

MAIN DUTIES:

1	Act as named DSL, receiving and assessing safeguarding concerns, determining timely action and making referrals in accordance with safeguarding procedures. Work with the Headteacher on next steps and support strategy; take urgent action where required.
2	Represent the school at child protection conferences, core groups, early help and family support meetings. Liaise with children's social care, police, health and other professionals and follow up agreed actions.
3	Maintain accurate, timely and confidential safeguarding records on CPOMS, ensuring appropriate access, information sharing and transfer between settings.
4	Provide safeguarding advice and professional challenge to staff; contribute to induction, training, safeguarding procedures and policy review.
5	Monitor safeguarding patterns and concerns, advising the Headteacher and providing appropriate reports for governors while maintaining confidentiality.
6	Work with the Headteacher as DDSL to coordinate effective absence cover and safeguarding availability arrangements, including arrangements outside the post's working weeks where needed.
7	Identify barriers to learning and coordinate targeted inclusion and pastoral support with pupils, families, teachers and the separate SENDCO, without assuming statutory SENDCO duties.
8	Develop and review individual or group support addressing emotional wellbeing, regulation, relationships, disadvantage, attendance barriers and family circumstances.
9	Build constructive relationships with parents and carers, provide practical pastoral support and coordinate early help and family support. Undertake accompanied home visits where needed under school procedures; no lone working.
10	Work with the school's attendance lead and Headteacher on persistent absence, engagement and agreed family support plans.
11	Support transition, reintegration and participation in school life, including outdoor pastoral support where pupil needs require it. Physical intervention and personal care are outside this role.
12	Agree support strategies with the Headteacher and collaborate with appropriate school colleagues on delivery. Provide professional guidance and review pupil outcomes without allocating or supervising staff as a managerial responsibility.
13	Contribute to senior leadership discussions and school inclusion planning. Evaluate agreed additional inclusion activities and, where applicable, report on activity supported through the Inclusive Mainstream Fund.

14	Prioritise urgent safeguarding needs alongside planned pastoral and inclusion work, reviewing impact and recommending adjustments or resources to the Headteacher. No delegated spending or budget authority.
15	Maintain DSL training, safeguarding updates and relevant professional development; uphold confidentiality, equality, professional boundaries and health and safety requirements.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Relevant Level 3 qualification or equivalent demonstrable professional knowledge and experience in education, safeguarding, pastoral care or family support.	A	X	
Ability and willingness to complete DSL training before taking lead responsibility and maintain required updates.	A/I	X	
Existing DSL/DDSL training and experience.	A/I		X
Relevant Level 4 or higher qualification; training in trauma-informed practice, emotional regulation, early help or inclusive education.	A		X
Substantial experience supporting children with safeguarding, pastoral or inclusion needs, including primary-aged children.	A/I	X	
Experience maintaining accurate confidential records and handling sensitive information.	A/I	X	
Experience working effectively with parents, carers and external professionals.	A/I	X	
Experience coordinating and evaluating interventions or support plans.	A/I	X	
Experience of safeguarding referrals and multi-agency child protection processes.	A/I		X
Experience guiding colleagues or coordinating collaborative work.	A/I		X
Strong understanding of child protection procedures, safeguarding guidance, confidentiality, information sharing and professional boundaries.	A/I/T	X	
Understanding of SEND, SEMH, disadvantage, attendance barriers, early intervention and inclusive practice.	A/I	X	
Knowledge of Lincolnshire safeguarding and early help arrangements.	A/I		X
Sound judgement, independent working, timely escalation and prioritisation of competing safeguarding and pastoral demands.	I/T	X	
Clear communication, accurate records and reports, effective multi-agency working and appropriate professional challenge.	A/I/T	X	
Ability to analyse information, evaluate intervention impact and contribute to senior	I/T	X	

leadership discussions.			
Commitment to safeguarding, inclusion and equality; empathy, resilience, integrity, discretion and appropriate professional boundaries.	A/I	X	
Calm working under pressure, reflective practice and commitment to ongoing development.	I/T	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

Appointment is subject to appropriate safer recruitment checks, including enhanced DBS and children's barred list checks as applicable. The school will ensure the DSL has the authority, training, time, resources and cover required before lead responsibility transfers.

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self–service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.