



**Park Academy West London**  
an Aspirations Academy

## Job Description

Park Academy West London is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Non-Teaching

#### Deputy Designated Safeguarding Lead

Salary range: Scale PO1, Points 27 to 30, £36,138 to £38,607 inc London Weighting Allowance (pro rata)  
[ £32,533 to 34,755 (Actual) ]

36 hrs p/w ~ term time + 10 days outside of term time [41 weeks]

#### Line Manager: Assistant Principal

### Job Purpose

- The Deputy Designated Safeguarding Lead (DSL) will work as part of the safeguarding team, supporting the effective operation of the safeguarding service on a day-to-day basis.
- Promote safeguarding to students and staff in the academy.
- Deliver high quality staff and student safeguarding related training.
- Deputise for the Assistant Principal who is the Designated Safeguarding Lead.

### Responsibilities and Tasks

#### Main Responsibilities

- Keep informed of current legislation, statutory and other guidance with regards to safeguarding, child and adult protection, cascading the information accordingly.
- Keep informed of current legislation, statutory and other guidance with regards to GDPR, data protection and confidentiality with specific reference to safeguarding process.
- Act as a first point of contact for any safeguarding and child protection concerns, providing timely, relevant support and advice in order to safeguard students.
- Make timely external referrals to a range of agencies, including Child Social Care, in order to appropriately safeguard and support the student.
- Attend and contribute to external meetings – including child protection conferences, core groups, child in need meetings, ensuring adherence to the guidelines and requirements for attending such meetings.
- Ensure that the reputation of the academy is upheld with external safeguarding partners through professional conduct.
- Attend internal safeguarding related meetings where appropriate.
- Act as the lead professional where appropriate, working in partnership with relevant agencies.
- Establish and maintain a working relationship with relevant statutory, voluntary and community agencies.
- Maintain up to date, accurate, confidential records and support with the management of electronic systems.
- Provide, collate and monitor regular, accurate and timely data on safeguarding and child protection incidents and outcomes.
- Input into the design of safeguarding systems and procedures.
- Implement and model best practice in relation to safeguarding.
- Attend safeguarding training and appropriate conferences and to maintain and appropriate L3 safeguarding qualification.
- Support the development and monitoring of student awareness of safeguarding and child protection.
- Support the transition of students including attending meetings with schools and other agencies prior to the student starting at the academy and also prior to them moving onto the next stage of their learning.

- Establish and maintain positive and professional relationships with students, parents/carers, colleagues, and others as part of your duties.
- Risk assess the safeguarding situation presented to ensure that the student is safeguarded and supported adequately and appropriately.
- Liaise with departments and other academy sectors as part of the ongoing monitoring and support for students when there has been a safeguarding concern.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and intervention meetings are successfully carried out and monitored.
- To liaise and co-ordinate with colleagues and outside organisations regarding the Common Assessment Framework and to co-ordinate and monitor all referrals and recommendations within the academy.
- From referrals, continue to develop and maintain the register of students who are 'AT Risk'.
- Contribute to internal report writing for the Academy's Trust and where applicable be prepared to report to the Principal, the Regional CEO (East Region: West London and South Central) Safeguarding Lead.

### **General Responsibilities**

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy 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.



# Person Specification

## Non-Teaching Deputy Designated Safeguarding Lead

1. Qualifications	Essential	Desirable
A level of education that enables support to be given to students aged 11-16 including those preparing for GCSE. This requires at least 5 GCSEs at grade C and above which must include English Language, Maths and Science or hold equivalent qualifications.	✓	
An appropriate L3 Safeguarding qualification or working towards it.	✓	

2. Skills and Knowledge	Essential	Desirable
Experience of working with young people, parents, carers, teachers and external agencies.	✓	
Experience of working with young people who have emotional or behavioural difficulties.		✓
Ability to convey authority and gain students' respect, apply boundaries and motivate.	✓	
Ability to challenge in a constructive manner.	✓	
Excellent interpersonal skills and be able to communicate effectively both orally and in writing, which enable good relationships to be built with young people and adults.	✓	
An awareness and sensitivity to students' needs.	✓	
Ability to work independently and as part of a team.	✓	
Excellent organisational skills.	✓	
A willingness to support and encourage young people who may have emotional and behavioural difficulties.	✓	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	✓	
Knowledge of ICT systems including Microsoft Word, Excel, PowerPoint.	✓	
Ability to work under pressure and ensure that deadlines are met.	✓	
Ability to prioritise own workload and workload of others in order to meet deadlines.	✓	
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions.	✓	
Understanding of confidentiality and integrity when handling student information.		✓
Flexibility and willingness to help out where needed	✓	
Ability to interpret and communicate data effectively.	✓	

3. Experience	Essential	Desirable
Experience of SIMS/or other MIS systems within a secondary school setting.		✓
Experience of producing reports		✓
Experience of delivering extra-curricular activities to young people		✓

4. Personal Qualities and Values	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A belief that the needs of students come first.	✓	
A commitment to equality of opportunities.	✓	
Non-judgmental disposition	✓	
Confident approach working with young people	✓	

Note:

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety Regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**







