



## **Operational Designated Safeguarding Lead (DSL)**

**Hours:** 37 hours per week

**Salary:** Grade I - £31,836 to £39,151 (£27,103 to £33,278 pro-rata 0.85 FTE)

**Contract:** Permanent

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### **Key Responsibilities – Operational DSL**

#### **Operational Safeguarding Oversight**

- Act as an Operational Designated Safeguarding Lead (DSL) for the school.
- Provide operational oversight of safeguarding systems, procedures, and interventions.
- Supporting the DSL in writing reports and conducting data analysis on safeguarding activities for the leadership team and external regulators.
- Coordinate and support the work of Deputy DSLs, ensuring consistency and effectiveness of safeguarding practice.
- Ensure safeguarding concerns, referrals, records, and interventions are managed effectively and in line with statutory guidance.
- Maintain oversight of vulnerable students, ensuring risks are identified promptly and appropriate interventions are implemented and reviewed.
- Monitor safeguarding trends and emerging concerns, including those linked to attendance, medical needs, and student welfare.
- Maintain accurate safeguarding records and ensure compliance with statutory and local safeguarding requirements.
- Act as the Designated Teacher for looked-after and previously looked-after children.

#### **Attendance and Vulnerable Student Intervention**

- Ensure attendance is recognised as a key safeguarding indicator and that concerns are identified, escalated, and addressed at the earliest opportunity.
- Work closely with attendance, pastoral, safeguarding, SEND, and inclusion teams to identify barriers to attendance and implement effective support plans.
- Ensure attendance information informs safeguarding decision-making and risk assessments, particularly for children subject to Child Protection Plans, Child in Need Plans, Early Help support, and other vulnerable groups.



- Promote a culture where attendance is viewed as everyone's responsibility and a key factor in safeguarding and student success.

## Multi-Agency Working

- Work collaboratively with external agencies including:
  - Social Care
  - Early Help
  - CAMHS
  - Health Services
  - Police
  - Alternative Provision Providers
- Attend and contribute to Child in Need (CIN), Child Protection (CP), Team Around the Child (TAC), professional review meetings, and other multi-agency forums.
- Ensure information relating to safeguarding, attendance, and medical concerns is appropriately shared to support coordinated intervention planning.
- Act as a key point of contact for external agencies regarding vulnerable students and families.
- Ensure that multi-agency support is effectively coordinated, monitored, and reviewed.

## Knowledge and Understanding of Safeguarding

- Demonstrate a thorough understanding of statutory safeguarding guidance, including Keeping Children Safe in Education, Working Together to Safeguard Children, and local safeguarding procedures.
- Maintain up-to-date knowledge of safeguarding legislation, emerging risks, and best practice.
- Promote a strong safeguarding culture across the school, ensuring safeguarding remains everyone's responsibility.
- Support and advise staff on safeguarding processes, thresholds, and appropriate responses to concerns.
- Contribute to regular safeguarding training, awareness, and professional development activities across the school including safeguarding induction.
- Maintain a record of all staff training and attendance.
- Maintain professional curiosity and a child-centred approach when assessing risk and determining appropriate interventions.





### Caseload Management and Intervention


- Maintain and effectively manage an allocated caseload of safeguarding and vulnerable student cases.
- Undertake direct casework and interventions to support students and families where required.
- Ensure safeguarding records are accurate, comprehensive, and updated in a timely manner.
- Monitor, review, and evaluate the effectiveness of interventions and support plans.
- Prioritise workload effectively, ensuring that safeguarding concerns are responded to promptly and appropriately.
- Contribute actively to the wider safeguarding team's workload and operational effectiveness.


### How to Apply:


To apply, please complete the non-teaching application form and return to [jbrown@wadebridge.cornwall.sch.uk](mailto:jbrown@wadebridge.cornwall.sch.uk) form by 12:00 noon on Thursday 9<sup>th</sup> July 2026

 **Closing date:** 12:00 noon on Thursday 9<sup>th</sup> July 2026

 **Interview Date:** Tuesday 14<sup>th</sup> July 2026

 **Contract:** Permanent, Full-time, 37 hours per week

 **Salary:** Grade I - £31,836 to £39,151 (£27,103 to £33,278 pro-rata 0.85 FTE)

 **Start Date:** 1<sup>st</sup> September 2026

The school is committed to safeguarding children, and the successful applicant will be required to provide an enhanced **DBS disclosure**. All shortlisted candidates will be subject to appropriate **online/social media searches**.