Pupil Welfare Officer &
Deputy Designated Safeguarding Lead

THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Band 7, scp 26 - 29

£37,280 - £39,826 p/a

START DATE:

As soon as possible

WORKING PATTERN:

36.25 Hours Per Week, Full Time

All Year Round

CONTRACT:

Permanent

LOCATION:

Broadoak School

RESPONSIBLE FOR:

Safeguarding

ACCOUNTABLE TO:

Deputy Headteacher
(Designated Safeguarding Lead)

Pupil Welfare Officer & Deputy Designated Safeguarding Lead

Job Summary

Leaders at Broadoak School are seeking a committed and compassionate individual to support the wellbeing, safeguarding, and personal development of our pupils. Working closely with the Designated Safeguarding Lead (DSL), the successful candidate will play a key role in promoting a safe, supportive, and inclusive school environment where all pupils can thrive.

The role involves supporting safeguarding processes, monitoring pupil welfare and attendance, working with families and external agencies, and helping to remove barriers to learning. As Deputy DSL, you will help manage safeguarding concerns, maintain accurate records, and ensure safeguarding policies and procedures are followed effectively.

The ideal candidate will have strong interpersonal skills, a calm and professional approach, and a genuine passion for supporting young people. Experience in safeguarding, pastoral care, education, or youth support work would be advantageous.

This is an excellent opportunity for someone who is dedicated to making a positive difference in the lives of children and young people.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

Main Purpose of the Role

The Pupil Welfare Officer / Deputy Designated Safeguarding Lead will support the Designated Safeguarding Lead (DSL) and Deputy Headteacher in all aspects of safeguarding, pupil welfare, attendance, and inclusion. The role involves providing targeted support for vulnerable and at-risk pupils, responding appropriately to safeguarding concerns and disclosures, assessing risk, and ensuring timely action is taken.

The successful candidate will take responsibility for safeguarding cases as directed, contribute to effective multi-agency working, triage safeguarding referrals, and help maintain high standards of safeguarding practice across the school. As part of the Inclusion team, they will play a key role in promoting a safe, supportive, and inclusive environment for all pupils.

Key Responsibilities

- To work in partnership with parents and carers, support workers and other outside agencies to ensure the wellbeing, safety, support, attendance, progress and behaviour of all pupils
- To make and manage referrals to Children's Social Care, Early Help, CAMHS, police and other agencies as required
- To be an active member of the Inclusion team, attending meetings, presenting information and producing reports as required
- To lead on strategy, core group and family support meetings and Child Protection and Child in Need cases, attend meetings and produce detailed reports as required
- To liaise effectively with parents/carers where appropriate
- To lead and oversee the triage of safeguarding referrals made via CPOMS throughout the day and direct to appropriate members of staff for actions
- To maintain accurate, detailed and confidential safeguarding records in line with GDPR and school policy
- To ensure safeguarding records are stored securely and transferred appropriately when pupils move schools
- To monitor patterns and emerging concerns through record analysis
- To provide appropriate pastoral support to pupils experiencing safeguarding concerns
- To act as a safeguarding point of contact for staff
- To support the DSL in delivering safeguarding training and briefings
- To support the DSL in reviewing and implementing safeguarding and child protection policies
- To comply with all key policies and procedures
- To ensure safeguarding practice reflects current legislation and statutory guidance
- To manage and ensure that the safeguarding team's training is up to date and covers a range of areas

- To contribute to safeguarding audits and inspections (e.g. Ofsted)
- To deputise for the DSL when required, leading on all areas of safeguarding, ensuring early interventions in safeguarding, child protection and welfare concerns.
- To undertake safeguarding training as required, including advanced DSL training

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
  Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
GCSE Grade C (or equivalent) or above in English and Maths	✓	
Level 3 DSL (and further updates as required)		✓
Experience		
Working with or caring for children of relevant age	✓	
Experience of working with children or young people in a safeguarding or pastoral role	✓	
Experience of working in the field of child protection	✓	
Experience of working with children or young people in an educational, youth work, or care setting	✓	
Experience of supporting vulnerable or at-risk young people	✓	
Experience of working with external agencies (e.g. social care, Early Help, CAMHS)		✓
Experience of attendance, behaviour, or pastoral support work		✓
Experience of using safeguarding recording systems such as CPOMS		✓
Knowledge		
Strong knowledge of safeguarding and child protection legislation and guidance (e.g. Keeping Children Safe in Education)	✓	
Knowledge of child protection procedures and professional boundaries	✓	
Awareness of contextual safeguarding, early help, and multi-agency working	✓	
Knowledge of barriers to learning such as attendance, behaviour, and wellbeing needs	✓	
Understanding of the challenges faced by vulnerable pupils and families	✓	
Experience of working with external agencies and making referrals		✓

Skills and Abilities		
Able to manage sensitive information confidentially and professionally	✓	
Strong interpersonal and communication skills	✓	
Able to remain calm, objective and resilient in challenging situations	✓	
Able to work independently and as part of a large staff team and provide support where needed	✓	
High level of organisation and administrative skills	✓	
Able to work to tight deadlines, managing and prioritising time effectively	✓	
Able to build and maintain positive working relationships with families and professionals	✓	
Flexible and organised approach to work	✓	
Demonstrate a continued commitment to professional development and undertake all mandatory training associated with the role	✓	
Approachable and able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required	✓	
Commitment to equality, diversion and inclusion	✓	
Ability to assess risk and make appropriate safeguarding decisions	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	

How to apply

If you would like to apply for this role, please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: 08:00am Monday 20th April 2026

Proposed Interviews Date: Thursday 30th April 2026

Any queries, please contact Maxine Mills on 0161 973 1179 *2343 or via email at MaxineMills@aom.trafford.sch.uk