Job Description and Person Specification

This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Safeguarding Practitioner and Lead DSL	**Post No**	
Directorate	Solihull SMBC		
Division	Merstone and Forest Oak Schools		
Band and Salary	Band F £46,579 to £53,051 per annum, pro rata. Incremental progression is subject to performance.		
Responsible to	Deputy Head Teachers at Merstone and Forest Oak Schools		
Location	Merstone and Forest Oak Schools		
DBS Check	Enhanced check for regulated activity for working with Children and Adults		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Car User Status	This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively. Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.		
Special Conditions			

Role Purpose

- The Safeguarding Practitioner and Lead DSL will 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 Merstone and Forest Oak Schools.
- To provide training, advice and support to all staff in dealing with any child protection concerns that arise and to safeguard and promote the welfare of children.
- Taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children.
- To lead and manage the Family Support Team

Role Responsibilities

Safeguarding Leadership

- Provide strategic leadership for safeguarding and child protection across the schools, ensuring robust, effective and compliant practice in line with statutory guidance (including *Keeping Children Safe in Education* and *Working Together to Safeguard Children)*
- To be responsible for overseeing the Safeguarding of all pupils at Merstone and Forest Oak Schools
- Under the line managers lead, to create reports for the LGB on Safeguarding data and other data as required.
- Lead the school's safeguarding provision, acting as the primary contact for all child protection concerns.
- Responsibility for online safety and understanding the filtering and monitoring systems and processes in place

Designated Safeguarding Lead Responsibilities

- Respond effectively to disclosures and concerns, making timely referrals to external agencies.
- Maintain accurate, confidential and compliant records.
- Work in partnership with families, social workers, health professionals, and multi-agency teams to safeguard pupils.
- Embed a positive safeguarding culture across the school.
- Serve as the school's primary point of contact for safeguarding concerns, liaising with children's social care, Police, LADO, CAHMs, educational welfare, youth justice and other relevant agencies
- Attend and contribute to case conference, strategy meetings, core groups, child protection conferences and reviews, providing written and verbal reports as required and feedback to school leaders
- To offer support to children and families through the Solihull and other Local Authority Safeguarding procedures acting as lead professional where appropriate

Policy, Compliance and Training

- 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).
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Provide ongoing training, guidance, induction and support for staff across the schools.
- 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.
- 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.

Record Keeping and Information Management

- Maintain accurate, confidential and up-to-date safeguarding and child protection records using MyConcern or equivalent systems.
- To work with the Executive Head Teacher and Senior Leadership Teams of both Merstone and Forest Oak Schools to ensure that My Concern reports are promptly monitored and responded to appropriately.
- Exercise professional judgement, regarding information sharing, escalation and referral of concerns relating to pupils or staff
- Ensure timely, appropriate and secure sharing of safeguarding information with relevant professionals and agencies.
- Maintain student records of a sensitive and confidential nature in line with data protection requirements.

Family Support

- To work in collaboration with the Family Support Teams at Merstone and Forest Oak Schools, to provide families in our school communities with support
- To work with the Deputy Head Teachers at Merstone and Forest Oak Schools and the Family Support Teams to support improvements in pupil attendance, if they are a safeguarding concern
- To lead and oversee the Family Support Teams to complete regular safe and well checks, where necessary to support Safeguarding at both schools
- To provide a complementary service addressing the needs of pupils and families to overcome barriers to learning both inside and outside school enabling all children to reach their full potential

Line Management and Safer Recruitment

- Line manage the Family Support team, including performance management, supervision, professional development and wellbeing support.
- Participate in Safer recruitment processes and maintain up-to-date safer recruitment training
- Support recruitment panels and undertaking safeguarding checks in line with statutory guidance where required.

Whole School Improvement

- Contribute to whole-school(s) improvement planning, ensuring safeguarding and child protection actions are clearly identified, monitored and reviewed
- Contribute to reports for the school Senior Leadership Team and Governing Body as required
- To share good Safeguarding practice at whole school level, developing staff's knowledge of Safeguarding through CPD sessions

General

- Undertake any other duties commensurate with the purpose and level of the role, as reasonable directed by the Executive Head Teacher.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics. Relevant Level 3 qualification or equivalent experience in education, safeguarding, pastoral care, youth work, social care or a related field. Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) training, or willingness to undertake immediately upon appointment. Evidence of continuing professional development relevant to safeguarding, and pastoral support. Hold a current, clean and valid driving licence	Degree or professional qualification in education, social work, counselling, child development, youth work, psychology or a related discipline. Safer Recruitment Training. Advanced safeguarding or child protection qualifications. Mental Health First Aid qualification. Attendance or Early Help-related training.	Application, Interview,

Experience & Knowledge	A sound knowledge of safeguarding legislation, guidance and requirements, including a clear understanding of 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children'.	Experience as a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead	Application, Interview, Task
	Significant experience of working with children and young people in an educational or safeguarding environment	Line Management experience	Application, Interview, Task
	Experience of managing and responding to safeguarding and child protection concerns	Experience of preparing reports for senior leaders, governors or external agencies	Application, Interview, Task
	Experience of maintaining confidential and sensitive records and a commitment to maintaining confidentiality at all times	Experience of safeguarding audits and quality assurance processes	Application, Interview, Task
	Understanding of Child Protection Procedures, Early Help processes and multi-agency working	Experience of using MyConcern or other safeguarding recording systems	Application, Interview, Task

	Strong working knowledge of Microsoft Office applications	Knowledge of mental health, trauma-informed practice and adverse childhood experiences	Application, Interview, presentation, task
	Good working knowledge of SIMS		Application, Interview
	Proficient in using the internet and email for daily tasks		Application, Interview, presentation, task
	A solid understanding of safeguarding requirements within a school setting		Application, Interview, presentation, task

Skills & Abilities	Ability to recognise signs of harm, abuse or neglect and respond to them appropriately to improve safeguarding.	Experience of delivering training or presentations to staff	Interview Assessment
	The ability to effectively communicate complex and sensitive information verbally and in writing to children, young people and families in a timely way, as well as effective report and assessment writing skills.	Experience of chairing meetings involving internal and external stakeholders	Application Form, Interview,
	Effective judgement skills including the ability to demonstrate sound evidence based decisions.	Skills in mediation, conflict resolution and restorative approaches	Interview Assessment
	Strong communication skills, both verbal and written, with the ability to work confidently and professionally with individuals at all levels		Application, Interview
	Ability to build positive and effective relationships with pupils, parents, staff and external professionals		Application, Interview, presentation, task
	Ability to deal sensitively and professionally with confidential and challenging situations		Application, Interview, presentation, task
	Commitment to maintaining confidentiality at all times		Application, Interview, presentation, task
	Ability to use initiative and work proactively		Application, Interview, task

	Ability to maintain accuracy in data entry despite frequent interruption		Application, Interview, task
	Ability to prepare clear and accurate reports and records		Application, Interview, task
	Ability to lead, motivate and support colleagues		Application, Interview, task
	A courteous, welcoming and positive approach to all duties.		Application, Interview, task

Core Behaviours	**Excellence -** With enthusiasm, you work to deliver a high-quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	

Other Requirements	Demonstrable commitment to safeguarding and promoting the welfare of children and young people.	Willingness to undertake further professional development as required.	Application/Interview
	Commitment to equality, diversity and inclusion	Ability to work flexibly outside normal hours when required to attend safeguarding meetings, training or multi-agency events.	
	High levels of integrity, professionalism and discretion		

	Resilience and emotional capacity to manage challenging safeguarding situations		
	Flexibility to attend meetings and training as required		

Compiled/Reviewed by	Kieran Ryan-Grealish
Date	07/09/2026

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.