



Job Title: Senior Assistant Headteacher – Designated Safeguarding Lead
Payscale: L10 – L14

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Core Purpose

The Designated Safeguarding Lead (DSL) is a senior leader with overall responsibility and accountability for safeguarding and child protection within the academy. The postholder ensures that safeguarding arrangements are effective, compliant with statutory guidance and embedded across all aspects of academy life.

The DSL will have an in-depth knowledge of Keeping Children Safe in Education, Working Together to Safeguard Children, the Children Acts, the Prevent Duty and local safeguarding arrangements, and will apply this knowledge to safeguard pupils, support staff and promote positive educational and wellbeing outcomes.

While elements of safeguarding practice may be delegated to Deputy DSLs, lead responsibility remains with the DSL and cannot be delegated.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Strategic Leadership, Accountability and Professional Challenge

- Provide visible and authoritative senior leadership for safeguarding and child protection across the academy
- Ensure safeguarding is embedded within strategic decision-making, academy improvement planning and operational practice
- Work closely with the Headteacher, Trust Safeguarding Lead and governing body to maintain a strong safeguarding culture
- Provide constructive and professional challenge to the Headteacher and central colleagues, including the CEO, to ensure safeguarding practice is robust, reflective and continuously improving
- Ensure safeguarding and child protection policies, procedures and protocols are fully compliant with statutory guidance, reviewed annually and updated in response to legislative or local changes
- Lead on safeguarding audits, reviews and quality assurance processes, ensuring that identified actions are implemented and monitored effectively

Managing Safeguarding Concerns, Low-Level Concerns and Referrals

- Take lead responsibility for receiving, assessing and managing all safeguarding and child protection concerns within the academy
- In conjunction with the Headteacher, ensure that low-level concerns (LLCs) are recorded, monitored and tracked alongside complaints and allegations against staff, enabling patterns of behaviour, themes or emerging risks to be identified, explored and addressed at an early stage
- Make timely and proportionate referrals to Children's Social Care, including Early Help, Section 17 and Section 47 referrals
- Refer cases to the Police where a crime involving a child may have been committed

- Act as the lead professional for Prevent and Channel referrals where concerns about radicalisation arise
- Provide expert advice and guidance to academy staff on thresholds, professional curiosity and safeguarding decision-making
- Support staff throughout safeguarding and child protection processes, including attendance at strategy meetings, case conferences and reviews

Multi-Agency Working and Professional Liaison

- Act as the academy's primary point of contact for safeguarding matters with external agencies
- Maintain effective working relationships with Children's Social Care, Police, Health, Education and safeguarding partners
- Ensure the Headteacher is fully informed of significant safeguarding issues, particularly ongoing statutory interventions, police investigations and staff-related safeguarding concerns
- Liaise with the Local Authority Designated Officer (LADO) and case manager regarding allegations or concerns involving staff or volunteers
- Work closely with pastoral, SEND, mental health and inclusion leads to ensure safeguarding responses reflect the full range of pupils' needs

Safeguarding Records, Information Sharing and Data Protection

- Ensure safeguarding and child protection records are detailed, accurate, secure and maintained in line with statutory expectations
- Manage and respond to safeguarding concerns within the same working day
- Ensure information is shared appropriately, lawfully and proportionately, balancing confidentiality with the need to safeguard children
- Oversee the secure transfer of child protection files when pupils move academies, ensuring statutory timescales are met
- Ensure safeguarding records support accountability, inspection readiness and informed decision-making

Training, Staff Support and Safeguarding Culture

- Undertake and maintain required DSL training, with formal refresher training at least every two years and regular updates
- Ensure all academy staff, volunteers, governors and visitors receive appropriate safeguarding induction and ongoing training, including Prevent and online safety
- Lead, coordinate and support the safeguarding team, providing supervision, guidance and professional challenge where appropriate
- Support staff wellbeing during safeguarding processes, recognising the emotional impact of safeguarding work
- Monitor and maintain accurate records of mandatory safeguarding and statutory training compliance

Prevent Duty, Online Safety and Filtering & Monitoring

- Act as the academy's Prevent Lead and first point of contact for Prevent-related concerns
- Develop, maintain and regularly review the academy's Prevent risk assessment in response to local and national risks

- Coordinate Prevent and Channel referrals and ensure effective engagement with external agencies
- Oversee the academy's approach to online safety, including filtering and monitoring systems
- Ensure filtering and monitoring arrangements protect pupils from harmful content while supporting effective teaching and learning
- Review filtering and monitoring provision at least annually and ensure concerns are escalated appropriately

Safer Recruitment, SCR Oversight and Staff Safeguarding

- Undertake safer recruitment training and apply this knowledge to recruitment and selection processes
- Work with the Headteacher, Trust Safeguarding Lead and HR colleagues to ensure safer recruitment practice is embedded consistently across the academy
- Provide appropriate professional challenge to ensure that all aspects of the Single Central Record (SCR) are not only compliant with statutory requirements but reflect best practice.
- Lead, with support from the Trust HR team, termly reviews of the SCR, ensuring accuracy, completeness and timely resolution of any identified issues
- Contribute to safeguarding processes relating to staff conduct, behaviour, low-level concerns and allegations

Raising Awareness, Engagement and Pupil Voice

- Ensure safeguarding and child protection policies and procedures are accessible and understood by staff, parents and pupils
- Promote a culture of listening to children and taking account of their wishes and feelings in safeguarding decision-making
- Ensure pupils know how to report concerns and feel confident that they will be taken seriously
- Support educational outcomes for vulnerable pupils, including those with current or previous social worker involvement
- Contribute to safeguarding communications, reports and awareness-raising activities for staff, governors, parents and pupils

Availability, Professional Conduct and Confidentiality

- Ensure appropriate safeguarding cover arrangements are in place during academy closures and out-of-hours activities
- Maintain the highest standards of professional conduct, integrity and confidentiality at all times

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others

- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	<p>Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.</p>	
Qualifications/Experience	<p>Qualified teacher status (QTS) or equivalent professional qualification relevant to working in an education setting</p> <p>Substantial experience of working in an educational or children's services environment with safeguarding responsibilities</p> <p>Experience of operating at senior leadership level, with accountability for safeguarding and child protection</p> <p>Experience of managing and responding to safeguarding and child protection concerns, including referrals to Children's Social Care and working with external agencies</p> <p>Experience of contributing to or leading multi-agency safeguarding processes, including strategy meetings, case conferences and reviews</p> <p>Experience of maintaining accurate, confidential safeguarding and child protection records</p> <p>Experience of supporting, advising and challenging staff</p>	<p>Experience of working within an academy or multi-academy trust</p> <p>Experience of acting as a Designated Safeguarding Lead or Deputy DSL</p> <p>Experience of working with vulnerable pupils, including those with SEND, mental health needs or social worker involvement</p> <p>Experience of contributing to safeguarding audits, inspections or external reviews</p> <p>Safer recruitment experience, including involvement in recruitment panels and Single Central Record checks</p> <p>Experience of delivering safeguarding training to adults</p> <p>Experience of contributing to safeguarding reporting for governors or trust leadership</p>

	<p>in relation to safeguarding practice</p>	
Knowledge	<p>In-depth knowledge of statutory safeguarding guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children</p> <p>Strong understanding of relevant legislation, including the Children Acts, Prevent Duty, UK GDPR and Data Protection Act 2018</p> <p>Detailed knowledge of safeguarding thresholds, referral pathways and local safeguarding arrangements</p> <p>Ability to identify, assess and manage safeguarding risks, including low-level concerns, allegations against staff and emerging patterns of behaviour</p> <p>Understanding of the role of the Local Authority Designated Officer (LADO) and processes for managing concerns about staff conduct</p> <p>Knowledge of safer recruitment requirements and oversight of the Single Central Record, with the ability to challenge practice to ensure best-practice standards</p> <p>Strong understanding of information sharing, confidentiality and secure record-keeping requirements</p> <p>Knowledge of online safety risks, filtering and monitoring expectations and the additional vulnerabilities of certain groups of pupils</p>	<p>Knowledge of safeguarding governance within academies and trusts</p> <p>Understanding of trauma-informed practice and its impact on behaviour, wellbeing and learning</p>

Skills/Attributes	<p>Ability to provide professional challenge to senior leaders, including the Headteacher and central colleagues, where safeguarding practice requires improvement</p> <p>Strong leadership and influencing skills, with the ability to promote a positive safeguarding culture across the academy</p> <p>Excellent decision-making skills, with the ability to exercise professional judgement under pressure</p> <p>Strong interpersonal and communication skills, enabling effective engagement with pupils, staff, parents, governors and external agencies</p> <p>Ability to support and reassure staff involved in safeguarding processes, recognising the emotional impact of safeguarding work</p> <p>High levels of organisation and attention to detail, particularly in relation to record keeping and compliance</p> <p>Ability to manage competing priorities while maintaining a consistent focus on safeguarding and pupil welfare</p> <p>Commitment to listening to children and taking account of their wishes and feelings in safeguarding practice</p>	
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