

JOB DESCRIPTION

Post Title:	Deputy Designated Safeguarding Lead
Responsible to:	Deputy Headteacher - Engagement & Safeguarding
Grade:	PO2
Status:	Permanent, Term Time plus 5 days, 36 hours/week

CORE FUNCTIONS OF THE ROLE:

To work under the direction of the Designated Safeguarding Lead, to implement robust safeguarding and child protection policies, procedures and practices.

To ensure the school's child protection policy is known, understood and used appropriately; to lead in providing specialist advice, support and challenge to staff in relation to safeguarding and child protection and manage projects and programmes pertaining to the promotion of children's education, health and well-being.

To have operational responsibility for the management of referrals to internal professionals and external agencies; attending meetings in relation to safeguarding and child protection.

To co-ordinate and instruct the Assistant Heads of School in their work in relation to safeguarding and child protection.

Specific Responsibilities of the post

1. To promote the development of a culture of safeguarding in the school; this includes developing, monitoring and reviewing the internal policies and systems in relation to safeguarding and child protection.
2. To have responsibility for monitoring and assessing the impact of safeguarding and child protection practice at every level in the school and identify risks and communicate those risks to the Headteacher and Designated Safeguarding Lead.
3. To provide advice to the Headteacher, Designated Safeguarding Lead and staff on the day-to-day management of children where there are safeguarding and child protection concerns.
4. To develop and have operational responsibility for referral systems which promote the sharing of information and a common approach to keeping children safe.
5. To receive safeguarding concerns and respond appropriately by ensuring the appropriate reporting procedures are followed and the best interests of the child are prioritised.
6. To manage and ensure that initial investigations are carried out in accordance with local and national guidelines.

7. To attend multi-agency case conferences, strategy discussions and other safeguarding and child protection meetings.
8. To plan, co-ordinate and review the provision and interventions for safeguarding children.
9. To plan and co-ordinate the early identification of vulnerable children and families.
10. To establish rapport and build a respectful, honest and trusted relationship with children and their families and communicate effectively with them, ensuring that their views and wishes are heard, and recorded accurately.
11. To promote collaborative working and the sharing of best practice among staff and the school's external partners, which complies with all statutory and regulatory requirements on safeguarding and child protection.
12. To produce timely and accurate reports and presentations on safeguarding and child protection for the Headteacher, Designated Safeguarding Lead and Senior Leadership Team.
13. To lead in monitoring the progress of Looked After Children (LAC); including attend LAC meetings and ensure there is effective liaison with external colleagues and information sharing.
14. To maintain update to date knowledge in all areas of safeguarding and related topics.
15. To keep abreast of local and national policy developments in relation to children's well-being, safeguarding and child protection and update the Headteacher, Designated Safeguarding Lead and staff as appropriate.
16. To manage projects and programmes in relation to the promotion of children's educational progress and attainment, health and overall well-being.
17. To contribute to the daily duty rotas for supervision of students and detentions to support with the smooth running of the school and ensure students' safety around the school site.
18. To cover administrative duties in the event of staff absences.

The post holder will normally be expected to come into school for a minimum of 5 days during the last two weeks of the summer holidays. There will be a need to attend meetings away from the school and outside of normal working hours. It is expected that the post holder will carry out his/her responsibilities within this framework. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the School, following appropriate consultation.

PERSON SPECIFICATION

Education and Training

- A good level of education including GCSE Maths & English grade A*-C and A Level / NVQ 3 qualifications (E)
- A sound working knowledge of Microsoft office software (E)
- Educated to degree level in a relevant discipline. (D)
- Professional training in Safeguarding and/or Adolescent Mental Health (D)

Experience

- Working with children and young people (E)

Knowledge and Skills

- Excellent communication (oral and in writing) and interpersonal skills (E)
- Proactive with good use of own initiative and common sense (E)
- To know when to take decisions and when to defer (E)
- Ability to prioritise and work within project teams appropriately and effectively (E)
- The ability to manage highly confidential information and exercise discretion (E)

Personal Attributes

- Ability to work co-operatively, both independently and as part of a team (E)
- Committed to equal opportunities and working in a multi-cultural environment (E)
- Enthusiastic and self-motivated, committed to the safeguarding and welfare of young people (E)
- Ability to display a calm, tactful and responsible attitude (E)
- Flexible approach and ability to adapt to change within the working environment (E)
- Ability to give and take instruction in a professional manner and work on own initiative (E)
- Ability to attend meetings off site and outside of normal working hours (E)