



Valentines High School

A career with passion,
heart and soul

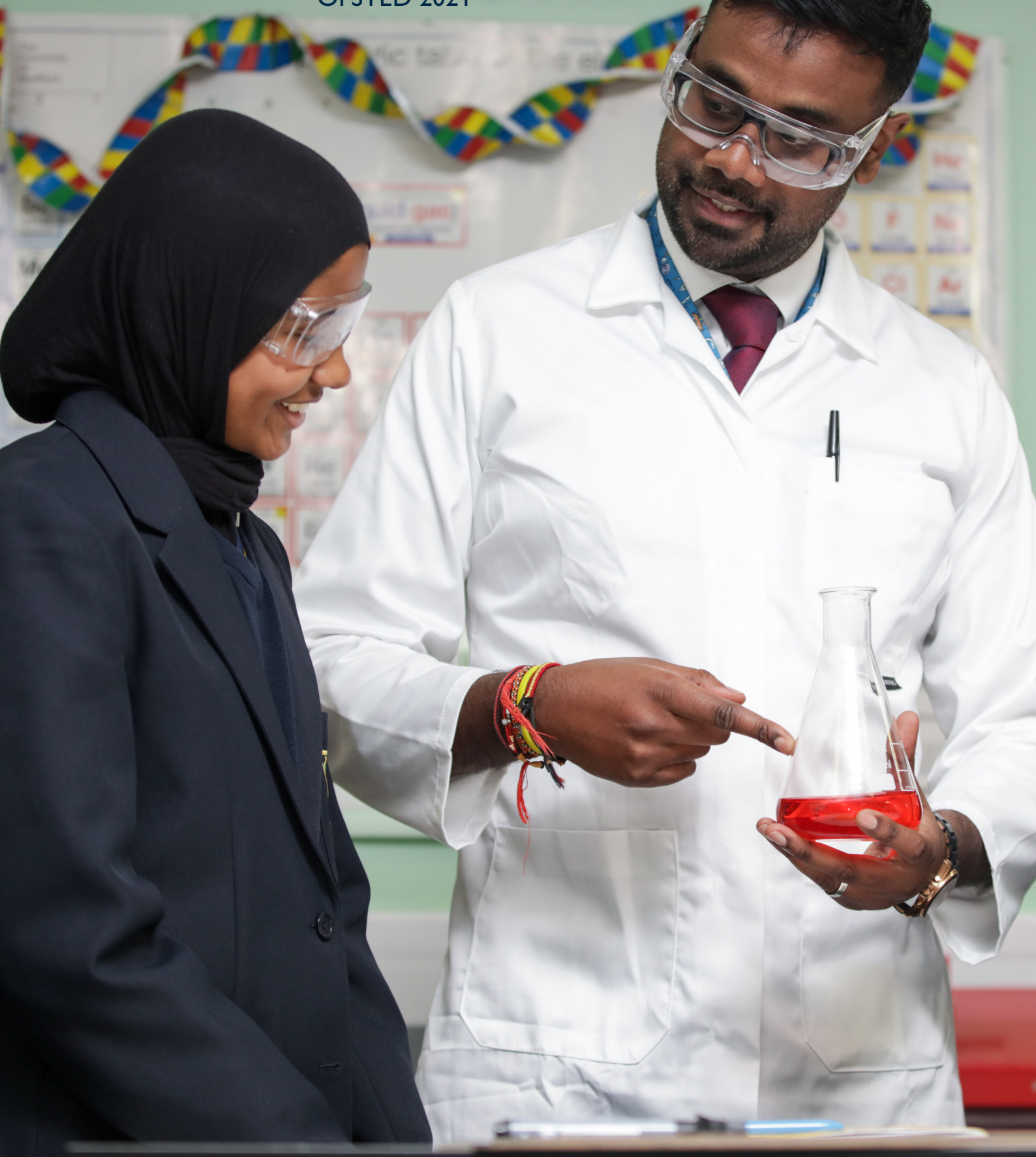
#myvalentinescareer

Safeguarding Lead Practitioner (DDSL) Candidate Information Pack



“Staff find leaders approachable and considerate. They said that leaders take care of their wellbeing and take effective steps to reduce their workload.”

OFSTED 2021





In Harmony – Achieving Excellence

We have an exciting opportunity to appoint a Safeguarding Lead Practitioner (DDSL) who will lead and promote a culture of vigilance and accountability, providing expert guidance and support to staff on matters relating to Safeguarding and Child Protection at Valentines High School.

Valentines High School is a highly successful mixed comprehensive enjoying Teaching School and Leading-Edge Status. In October 2021, Ofsted judged our school to be 'Outstanding in all categories'. Public examination results are excellent. Valentines is known for its high standards of pupil behaviour and orderly learning environment. The school is centrally located in the London Borough of Redbridge, with very good transport links to central and outer London.

We are seeking to appoint an outstanding Safeguarding Lead Practitioner to undertake the role of Deputy Designated Safeguarding Lead (DDSL). This post provides an ideal opportunity for an enthusiastic and outstanding candidate to play a pivotal role in leading and developing safeguarding practices within a very successful, harmonious and thriving secondary school.

We are seeking a highly skilled and knowledgeable practitioner who demonstrates strong professional judgement, excellent communication skills, and a deep commitment to safeguarding. The successful candidate will lead with confidence, integrity, and compassion, ensuring that all students and their families receive the highest level of care, support, and protection.

The school provides a supportive environment along with excellent professional development opportunities.

Closing date: Monday 1st June 2026, 9:00am

Job Description

Job title: Safeguarding Lead Practitioner (DDSL)

Grade: LBR11, Starting salary £40,637.55 per annum based on 37.5 hours per week, term time only

Reports to: Assistant Headteacher, Behaviour & Wellbeing and Designated Safeguarding Lead

Supervisory Responsibilities: Child Protection Officer

Job Purpose

To support the Designated Safeguarding Lead (DSL) at Valentines High School in promoting a child-centred safeguarding culture by helping to keep children safe, supporting staff with safeguarding concerns and referrals, maintaining safeguarding knowledge and training, and proactively supporting families.

Key Purpose

- To act as a Deputy Designated Safeguarding Lead (DDSL), with responsibility for Child Protection and Child in Need cases
 - To manage the Child Protection Officer
- To act as the school's lead practitioner in applying statutory safeguarding frameworks, using professional judgement to assess risk, thresholds and decide on appropriate interventions
- Respond to a wide range of safeguarding and welfare situations throughout the school day, working closely with students, staff, families, and external agencies
- To ensure Early Help referrals are made in a timely manner and maintained to ensure support is in place for families in need
- Work closely with/liaise with the local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns
- To lead on the monitoring, tracking and strategic oversight of CP (Child Protection), CIN (Child in Need) and vulnerable student cohorts
- To ensure CPOMS is monitored daily, and updated regularly with actions and a clear rationale for all decisions made
- To oversee and quality assure safeguarding records, ensuring they reflect professional analysis, clear chronology and defensible decision-making
- To build and maintain effective multi-agency relationships, acting as the key liaison with Children's Services, social workers, police, health professionals and other safeguarding partners.
- To provide expert advice and guidance to staff on complex safeguarding cases, thresholds and referrals
- Ensure child protection files are transferred as appropriate in line with relevant government guidelines
- To support staff in managing disclosures, ensuring responses are trauma-informed, proportionate and in line with best safeguarding practice
- To manage the schools monitoring software (Securus), to respond to concerns and generate half termly reports
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education as amended
- Complete paperwork requested by Social Care e.g. Section 17 forms and welfare checks, when required
- To support with Think Thursday content to deliver to student, in addition to bespoke workshops
- To support with parental engagement evenings

Responsibilities

Management information

- To maintain accurate, confidential, and up-to-date safeguarding records and information systems.
- To monitor, analyse, and evaluate safeguarding data to identify concerns, trends, and areas for improvement.
- To take appropriate action arising from safeguarding information, ensuring timely follow-up and review.
- To prepare safeguarding reports and contribute to quality assurance processes where required.
- To support the collection, management, and sharing of safeguarding information in line with school procedures and statutory guidance.
- To provide relevant safeguarding information and updates to senior leaders and governors where appropriate.

Communications and Liaison

- To ensure all staff are familiar with safeguarding aims, procedures, and responsibilities.
- To maintain effective communication and consultation with parents/carers regarding safeguarding concerns where appropriate.
- To liaise with external agencies, partner schools, local authorities, and other relevant professionals to support safeguarding and pupil welfare.
- To represent and promote the school's safeguarding priorities and responsibilities.
- To contribute to the planning and delivery of safeguarding awareness and liaison activities.
- To develop effective safeguarding links with partner schools, the wider community, and external agencies to support pupil safety and wellbeing.

This job description will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

Assessment Criteria	Essential	Desirable	Evidence Interview (I) Application (A) Reference (R)
Qualified Social Worker with (or working towards) a recognised social work qualification or health and social care qualification and/or equivalent experience		*	A / I / R
Two or more years of experience working with young people, in education, or Family Support	*		A
Proven experience of managing complex safeguarding cases and risk assessment	*		A / I / R
Experience of working in a school		*	A / I / R
Strong knowledge of Keeping Children Safe in Education	*		A / I
Leadership or line management experience	*		A / I
Hold others to account by clearly communicating expectations, giving constructive and specific feedback.	*		I
Competence in using ICT packages	*		A / I
Effective communicator using both spoken and written word	*		A / I
Able to organise time efficiently and work to deadlines	*		R

Safeguarding at Valentines

The safeguarding department consists of a dedicated team of six staff,. The postholder has direct line management responsibility for the Child Protection Officer and reports to the Assistant Headteacher, Behaviour & Wellbeing and Designated Safeguarding Lead.

The school has a strong and embedded safeguarding culture, where the safety, wellbeing, and welfare of students are central to every aspect of school life and underpin all decision-making, practice, and professional relationships.

This is a key leadership role within the school's safeguarding structure, requiring a proactive, compassionate, and highly organised professional who is fully committed to protecting and promoting the welfare of children and young people. The postholder will play a leading role in fostering a culture of vigilance, accountability, and early intervention, ensuring that safeguarding remains a shared responsibility across the whole school community. They will provide expert advice, guidance, and challenge to staff at all levels, ensuring safeguarding concerns are identified, recorded, and responded to effectively, sensitively, and without delay.

The successful candidate will contribute strategically and operationally to the ongoing development, implementation, and evaluation of safeguarding systems, policies, procedures, and staff training, ensuring compliance with current statutory guidance and best practice. They will work closely and collaboratively with external agencies, families, and multi-agency professionals to secure timely and appropriate support for students, helping to ensure the best possible outcomes for vulnerable children and their families.

We are committed to continually strengthening and developing safeguarding practices across the school.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



“Teachers take part in high-quality training opportunities. These aid them to strengthen their subject expertise and ensure that they are highly skilled in teaching the planned curriculum.”

OFSTED 2021



Valentines High School

Cranbrook Road, Ilford, Essex, IG2 6HX
020 8554 3608 recruitment@valentines-sch.org.uk
www.valentines-sch.org.uk