



**Deputy Designated
Safeguarding Lead
Recruitment Pack
H1 - H6**

Exceptional Educational Experience



Dan Morrow
Trust Leader

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A stylized, handwritten signature of Dan Morrow in a light blue color, written in a cursive script.

Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



OUR SCHOOL

At Bodmin College, our mission is “to provide a great quality of education so that every child can live a life full of choice and boundless opportunities.”

We believe in the power of strong relationships- between students, their families, staff and the wider community- and that we become stronger by learning with and from each other. Bodmin College is on a transformational journey to provide an inclusive and ambitious education for all learners.

In the last 12 months we:

- Improved A8 to be in line with national standards moving from 27th in Cornwall to 11th
- Are the top 10 school nationally for improvement in English A8
- Reduced fixed term suspensions by 68%
- Improved attendance by 3.61% and have been recently recognised as a high performing school within our similar schools

Our students are incredible and deserve the very best staff who are driven, compassionate relentlessly positive in what we are seeking to achieve together. You will be joining a team who work collegiately together with a common purpose to achieve our goals.

Bodmin College is a warm, ambitious and forward-looking school community in the heart of Cornwall. We are part of Cornwall Education Learning Trust which means we have a strong culture of professional growth: we invest in our staff, encourage reflective practice and support you to become a great practitioner.

We have exceptionally high expectations for student behaviour and support our teachers to be confident to deliver lessons where students continue to learn, contribute positively and make progress in their learning.

If you share our values and are passionate about enabling every child to succeed, we'd love to hear from you.

To discuss the role in more detail, please contact K O'Mara, Deputy Headteacher at komara@bodmin.celtrust.org



Deputy Designated Safeguarding Lead

Purpose of the Role

The purpose of this role is to act as the main point of contact, with day-to-day responsibility within the School for safeguarding and child protection, in line with statutory requirements. The postholder will play a key role in facilitating the development of safeguarding policies, guidance, training and procedures for the School, as well as evaluating the training provided, ensuring compliance and ensuring that safeguarding is embedded in the culture of the School. In addition, the postholder will have responsibility for the day-to-day organisation of our team of safeguarding members.

Principle Responsibilities

Managing referrals

The Designated Safeguarding Lead is responsible for managing referrals where there are concerns about a child's safety or wellbeing. This includes referring cases of suspected abuse or neglect to the local authority children's social care team.

They will also support staff who need to make referrals to children's social care, ensuring that concerns are shared appropriately and in line with safeguarding procedures. Where there is a concern that a child may be at risk of radicalisation, the Designated Safeguarding Lead will refer the case to the Channel programme. They will also support staff who make referrals to Channel.

The Designated Safeguarding Lead will make referrals for early intervention where additional support is needed to prevent concerns from escalating.

Working with staff and other agencies

The Designated Safeguarding Lead acts as a source of support, advice and expertise for all staff. They are also a key point of contact with safeguarding partners and other relevant agencies.

The Designated Safeguarding Lead will keep the headteacher informed of safeguarding issues, particularly where there are ongoing enquiries under section 47 of the Children Act 1989 or police investigations.

They will liaise with staff on matters relating to safety, safeguarding and welfare, including online and digital safety. When deciding whether a referral is required, they will work with relevant agencies to ensure that children's needs are considered holistically.



Where safeguarding concerns are linked to mental health, the Designated Safeguarding Lead will liaise with the senior mental health lead and, where available, the mental health support team.

The Designated Safeguarding Lead will promote positive engagement with parents and carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

They will work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes for children who are, or have been, affected by welfare, safeguarding or child protection issues. This includes understanding the issues that children in need may be experiencing, or may have experienced, and identifying the impact these may have on attendance, engagement and achievement at school.

The Designated Safeguarding Lead will ensure the school knows which children have, or have had, a social worker. They will support the school to understand these pupils' academic progress and attainment, maintain a culture of high aspirations for this cohort, and help teaching staff provide additional academic support or reasonable adjustments so that these children can reach their potential.

Managing safeguarding records

The Designated Safeguarding Lead is responsible for ensuring that child protection files are kept up to date, confidential and stored securely.

Safeguarding records must include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, and a note of any action taken, decisions reached and the outcome.

The Designated Safeguarding Lead will ensure that child protection files are only accessed by those who need to see them. Where a file, or content from a file, is shared, this must be done in line with information sharing advice as set out in Keeping Children Safe in Education.

When a child leaves the school, including through an in-year transfer, the Designated Safeguarding Lead will ensure that the child protection file is transferred securely to the new school as soon as possible. This must be done separately from the main pupil file, with confirmation of receipt, and within the timescales set out in Keeping Children Safe in Education.



The Designated Safeguarding Lead will also consider whether it is appropriate to share any additional safeguarding information with the new school before the child leaves, where this would help the new school put suitable support in place.

Raising awareness

The Designated Safeguarding Lead is responsible for ensuring that all staff have access to, and understand, the school's child protection policy and safeguarding procedures. This is particularly important for new staff and part-time staff.

The Designated Safeguarding Lead will ensure that the child protection policy is publicly available. They will also make sure that parents and carers understand that the school may make referrals where there are concerns about suspected abuse or neglect, and that they are aware of the school's safeguarding role.

The Designated Safeguarding Lead will maintain links with safeguarding partner arrangements to ensure staff are aware of relevant training opportunities and the latest local safeguarding policies and procedures.

They will help promote educational outcomes by sharing appropriate information with teachers and school leaders about the welfare, safeguarding and child protection issues affecting children who have, or have had, a social worker.

The Designated Safeguarding Lead will also help promote safeguarding by ensuring the school website is updated with relevant safeguarding information.

Training

The Designated Safeguarding Lead will undertake training at least every two years to ensure they have the knowledge and skills required to carry out the role effectively and meet the expectations set out in Keeping Children Safe in Education.

This training should include the requirements outlined in the "Training, knowledge and skills" section of Annex C of Keeping Children Safe in Education.

The Designated Safeguarding Lead will also undertake Prevent awareness training.

They will refresh their safeguarding knowledge and skills at regular intervals and at least annually, to ensure their practice remains current and effective.



Providing support to staff

The Designated Safeguarding Lead will support and advise staff so that they feel confident in responding to welfare, safeguarding and child protection matters.

They will support staff throughout the referrals process, ensuring that concerns are shared appropriately and in line with school procedures.

The Designated Safeguarding Lead will also support staff to understand the links between safeguarding, welfare and educational outcomes. This will help inform the provision of appropriate academic and pastoral support for children.

Understanding the views of children

The Designated Safeguarding Lead will encourage a culture where all staff listen to children and take account of their wishes and feelings. This should be reflected in any measures the school puts in place to protect and support them.

They will also recognise that some children may find it difficult to approach staff about their circumstances. The Designated Safeguarding Lead will consider how the school can build trusted relationships that help children feel safe and able to communicate.

Holding and sharing information

The Designated Safeguarding Lead will understand the importance of effective information sharing within the school, with other schools and colleges when pupils transfer, and with safeguarding partners, agencies, organisations and practitioners.

They will understand relevant data protection legislation and regulations, including the Data Protection Act 2018 and the UK General Data Protection Regulation.

The Designated Safeguarding Lead will ensure that detailed, accurate and secure written records are kept of all safeguarding concerns and referrals.

General Responsibilities applicable to all staff

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all students. To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.



Note This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.

Special Conditions of Employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education' . The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people. All offers of employment are conditional and subject to satisfactory pre - employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.



Qualifications and Professional Development

Essential	Desirable
Minimum 4 GCSE's including English & Maths	Evidence of study after GCSE
Level 3 Safeguarding	TIS Training
	Other relevant training or qualifications relating to working with children.

Experience

Essential	Desirable
Previous experience of working with children in a pastoral role in a school environment	Experience of developing effective policies & procedures for safeguarding.
Experience of working as part of a safeguarding team.	Demonstrable experience of developing & implementing strategies to help children and their families.
Experience of leading others	
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	

Knowledge and Understanding

Essential	Desirable
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools & other agencies	Knowledge of a range of issues relevant to education and child development
ICT Competency	
Effective listening & communication skills	



Skills & Abilities

Essential	Desirable
Strong administration & organisational skills	
Excellent record keeping skills & attention to detail.	
Self-motivated & able to work without supervision.	
An ability to relate well to children. approachable & empathetic	
Effective time management, ability to work to deadlines and methodical approach to work	

Personal Qualities

Essential	Desirable
Commitment to high expectations and equity for all students	Experience of contributing to whole-school strategic planning
Passionate advocate for inclusive education	Ability to deputise confidently for the Headteacher/Deputy Headteacher in their absence
Resilient, calm, and emotionally intelligent	
Values collaboration, professional learning, and continuous improvement	
Strong organisational and problem-solving skills	





Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact **K O'Mara, Deputy Headteacher, at komara@bodmin.celtrust.org**

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range of leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELt CENTRE OF
EXCELLENCE

At CELt, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELt Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELt.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELt is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELt creates an environment where both teachers and learners thrive."



Hayley Bissenden

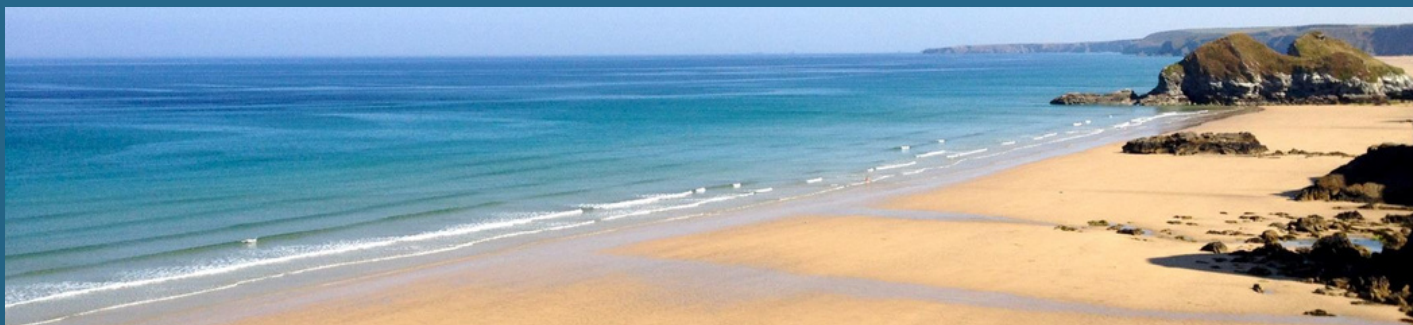
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.