



Deputy Designated Safeguarding Lead Job description and person specification

Reporting to: Designated Safeguarding Lead
Location: Denbigh High School
Salary: NJC L7 (points 25-28)
Conditions: 37 hours per week / 39 weeks per year (08:00-16:00)

Putting students first in order to remove barriers to learning is the key responsibility of all staff at Denbigh High School. We will ensure that every young person: achieves aspirational goals; can make decisions which lead to a safe and healthy lifestyle; enjoys their time at DHS and can make positive contributions through active involvement in their learning and in the school and wider community

PURPOSE OF POST

1. To lead in facilitating the development of safeguarding and child protection policies, procedures and guidance for the academy. To receive and coordinate referrals, arranging action and reviewing services for children and families. To support the care of children where their living arrangements are at risk of breakdown (including local authority placements). To also support DSL in referring cases to the local authority children's social care, Police or Prevent.
2. To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm. Including identifying packages of support that may be provided.
3. To ensure that students who are victims of abuse are supported appropriately and sensitively. To provide support and guidance to carers and provide planned interventions as part of agreed plans for children. Ensuring that the needs of the service users are regularly reviewed and changes in circumstances and newly identified needs are clearly addressed.
4. To liaise with colleagues at other schools to support strategic development, share good practice and plan collaborative activities.
5. Work closely with commissioning Children and Families Social Workers as part of agreed plans for children. Attend and participate in Child Protection Conferences and Planning and Review and emergency contact meetings as required, some of which may take place out of normal working hours.
6. Understand and effectively work within the assessment process for providing early help and intervention. As a mentor for students, develop supportive relationships with mentees, including, as appropriate, including one-to-one discussions for either support

or advice and offering appropriate assistance in overcoming barriers to learning and social and emotional development.

7. Complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the school.
8. Plan professional intervention using the appropriate available resources ensuring needs are met through negotiation and consultation with professional colleagues and service users. Promote anti-discriminatory practice. Keep appropriate case records, statistics and information and produce reports as requested in accordance with School policy and procedures. Co-ordinate the Looked After Children program, develop a register of students who are 'At Risk and are Looked After Children.
9. To be responsible for the delivery of safeguarding training as part of the induction process and to bring all current staff up to minimum requirements.
10. To line manage the Pupil Safeguarding Leader and deputise for the Designated Safeguarding Lead. Support the DSL in ensuring staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff). Also, acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to safeguarding.
11. To effectively offer appropriate School to school support as required by the Headteacher
12. To work with the DSL and Senior Leadership team to identify training needs within the school community. This can be to assist in the preparation and delivery of training to whole school staff and where applicable to assist and deliver training and resources to parents and carers. Also, assist the DSL in maintaining accurate training records for all staff.

GENERAL DUTIES

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To work within and encourage the school's Equal Opportunity policy.
- To attend relevant training and take responsibility for continuous professional development.

Safeguarding Children

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also, any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.'

Person Specification- Deputy Designated Safeguarding Lead

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	- Demonstrable experience of working with outside organisations to help support students and their families.	1,2	- Some experience of providing counselling/pastoral care.	1,2
	-Experience of developing links and utilising the resources within the community.	1,2		
	- Experience of working with parents to support their child’s development.	1,2		
	- Proven knowledge of Child Protection policies.	1,2		
	- Working in a highly confidential environment.	1,2		
	- Experience of receiving and coordinating referrals to outside organisations and monitoring and reviewing actions.	1,2		
	-Knowledge of training others in Child Protection and safeguarding issues.			
Skills/Abilities	- Able to negotiate between child, family and carers to identify appropriate support packages.	1,2		
	- Able to contribute constructively to the work of a team.	1,2		
	- Able to build and maintain constructive relationships with students and parents/carers.	1,2		
	- Literacy skills – able to read, understand and differentiate written material and to produce reports when required.	1,2,5		
	- - Ability to train, support and supervise staff to minimum	1,2,5		

	requirements of Child Protection issues.			
Equality Issues	Able to recognise and act upon discrimination	1,2		
Specialist Knowledge	Extensive knowledge of relevant policies and codes of practice and awareness of relevant legislation related to Child Protection issues.	1,2		
Education and Training	NVQ level 3 -children and young people or equivalent	1,2,4	Train the Trainers certificate	1,2,4
	Child Protection training –minimum level 1 and level2.	1,2,4		
Other Requirements	Willingness to adjust working arrangements to suit the changing needs and demands of the school.	1,2		
	Ability to travel to meet work commitments in all parts of Luton	1,2		
	Ability to work flexibly and attend evening and early morning meetings (up to 5 per month.)	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the posts.

The Jobholder will ensure that the Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.