

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Deputy Headteacher – Designated Safeguarding Lead
Salary Range:	- L15-19
Responsible to:	- Headteacher
Job Purpose:	- To support the Headteacher and members of the Senior Leadership Team in planning, leading and developing the academic and pastoral elements of Torquay Girls' Grammar School. All members of the Senior Leadership Team have a collective responsibility for teaching and learning and maintaining high standards of pupil behaviour and wellbeing.

DSL RESPONSIBILITIES

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
- The above includes:

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include:
 - A clear and comprehensive summary of the concern
 - Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in-year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring

- Provide leadership, education and support as Designated Lead for Mental Health
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Review filtering and monitoring provision at least annually

OVERALL RESPONSIBILITIES

All Deputy Headteachers will:

- Attend school meetings as appropriate
- Collaborate as a member of the Senior Leadership Team to implement the shared vision for the school
- Play a major role in determining future strategy for the school
- Provide the Trustees with relevant and accurate information relating to their strategic areas of responsibility
- Contribute actively towards the formulation and consistent implementation of all school policies and procedures
- Agree to challenging subject targets, including pupil attainment targets, ensuring rigorous monitoring, evaluation and review of progress towards these
- Ensure high quality teaching and learning
- Proactive line management of colleagues
- Contribute to the school's self-evaluation process and school development plans
- Be involved in the process of appointing new staff including the shortlisting and interview process
- Be actively on duty at break, lunch and before and after school
- Deliver whole school, house and year group assemblies
- Share in the management of pupil behaviour incidents, making recommendations to the Headteacher regarding exclusions and facilitating the process of pupil readmission
- Actively participate in the monitoring, evaluation and review of teaching and learning
- Manage any HR procedures in line with the school policy, where appropriate

- Be a core part of the performance management review process, setting targets and reviewing progress
- Promote equal opportunities and celebrate diversity in all aspects of the school
- Play a full part in the life of the school community, to support its values and ethos, encouraging others to follow this example
- Comply with the school's Health and Safety policy and undertake risk assessments in line with national requirements where necessary
- Teach classes within their specialist subject area (or as directed by the Headteacher) and assist in the development of schemes of learning, resources and assessments
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Contribute to the school's CPD programme
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings and community events
- If required, attend Trustee meetings
- Lead and undertake tasks in line with the Senior Leadership Roles and Responsibilities grid
- Deputise for the Headteacher, where appropriate
- Carry out other tasks commensurate with their position, as directed by their line manager or the Headteacher

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities above are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: Date: