



Job Title:	Deputy Designated Safeguarding Lead (DDSL)
Location	King's Academy Bay House School
Reporting to	DSL: M Stockley
Salary	Support Staff Pay Band 7 – Full Time Equivalent £32,061 – £36,363.
Role Purpose	Please note that this is a 52 week per year, full-time position, not term time only. This is to ensure we have full safeguarding coverage during school holidays. The successful candidate will be entitled to 26 days plus 8 for public holidays per year. Full time hours are 37 hours per week – core hours are: Monday – Thursday 9am – 5pm and Friday 9am – 4.30pm. The Deputy Designated Safeguarding Lead (DDSL) supports the Designated Safeguarding Lead (DSL) in providing effective leadership and oversight of safeguarding and child protection across the school, ensuring that robust systems, processes and practices are consistently implemented to promote the safety, welfare and wellbeing of all pupils. The DDSL plays a key role in developing and sustaining a strong safeguarding culture, ensuring that safeguarding remains embedded throughout all aspects of school life. Working in accordance with statutory guidance, Trust policies and safeguarding best practice, the DDSL supports the identification, assessment and management of safeguarding concerns, using sound professional judgement and ensuring that appropriate action is taken to protect pupils from harm. The role involves working closely with the other DDSLs, the DSL, pastoral teams, teaching staff, parents/carers, external agencies and other professionals to ensure that pupils receive timely and appropriate support. Guided by the Trust values of Honesty, Faith and Courage, the DDSL leads with integrity, compassion and confidence, placing the safety and best interests of pupils at the centre of decision-making. The DDSL promotes an open and vigilant safeguarding culture in which staff feel confident to raise concerns and understand their responsibility to identify, report and respond appropriately to safeguarding issues. The DDSL provides advice, guidance and support to colleagues, helping to ensure that safeguarding procedures are understood and followed consistently. They contribute to safeguarding training, professional dialogue and the ongoing development of staff knowledge and practice, working

	alongside the DSL to ensure that safeguarding arrangements remain effective, responsive and compliant with statutory requirements. The DDSL will support the DSL in ensuring that the voice, needs and lived experiences of pupils are central to safeguarding practice. They will demonstrate professional curiosity and an appropriate level of challenge, recognising and responding to the individual needs and vulnerabilities of young people, including those in the sixth form. Through collaborative and courageous leadership, the DDSL contributes to the continuous improvement of safeguarding practice across the school. They support the DSL in identifying emerging safeguarding risks and trends, reviewing safeguarding arrangements and implementing appropriate actions to strengthen practice and improve outcomes for pupils. The DDSL will act as a key safeguarding leader within the school community, modelling high standards of professional conduct and contributing to a culture in which safeguarding is recognised as everyone's responsibility. In the absence of the DSL, the DDSL will provide appropriate safeguarding leadership and ensure that concerns are managed effectively and escalated in accordance with school and Trust procedures.
Main Responsibilities	

General

- Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the Designated Safeguarding Lead (DSL) in providing effective leadership and oversight of safeguarding and child protection across the school.
- Act as a Deputy Designated Safeguarding Lead in accordance with **Keeping Children Safe in Education (KCSIE)**, statutory guidance and Trust safeguarding procedures.
- Respond promptly and appropriately to safeguarding and child protection concerns, ensuring that actions are recorded accurately and followed through to resolution.
- Support the DSL in assessing safeguarding concerns, identifying levels of risk and determining appropriate next steps, including referrals to external agencies where required.
- Maintain accurate, confidential and up-to-date safeguarding records, ensuring that information is recorded, stored and shared appropriately.
- Demonstrate professional curiosity and appropriately challenge information or decisions where there are concerns about a pupil's safety or welfare.
- Work closely with the DSL, pastoral teams, attendance teams, SEND staff and senior leaders to ensure a coordinated response to safeguarding concerns.
- Support effective communication and information sharing with parents/carers and external agencies, where appropriate and in accordance with safeguarding requirements.
- Contribute to and, where appropriate, participate in **multi-agency meetings**, including child protection conferences, strategy meetings, core groups and professional network meetings.
- Support the preparation of reports and information required for safeguarding meetings, reviews, audits and external inspections.
- Ensure that pupils' voices, wishes and lived experiences are appropriately considered and reflected in safeguarding practice.
- Support vulnerable pupils, including those experiencing or at risk of abuse, neglect, exploitation, violence, bullying, online harm, mental health difficulties or other safeguarding concerns.
- Contribute to safeguarding provision for pupils transitioning into and out of the school, including those joining or leaving the sixth form.
- Support the identification and management of safeguarding risks affecting older pupils, including exploitation, county lines, serious violence, sexual harassment, sexual violence, online safety and other contextual safeguarding concerns.
- Support the DSL in monitoring safeguarding trends, patterns and emerging risks across the school and wider community.
- Contribute to safeguarding risk assessments and the implementation of appropriate risk management and safety plans for individual pupils.
- Support staff in understanding their safeguarding responsibilities and provide advice and guidance when concerns arise.
- Contribute to the delivery of safeguarding and child protection training, briefings and updates for staff, ensuring knowledge remains current.

	• Promote a culture in which all staff understand that safeguarding is everyone's responsibility and feel confident to report concerns. • Support the DSL in ensuring that safeguarding policies, procedures and guidance are implemented consistently across the school. • Contribute to regular safeguarding audits, reviews and evaluations, identifying areas for improvement and supporting the implementation of agreed actions. • Maintain a strong working knowledge of relevant safeguarding legislation, statutory guidance and local safeguarding arrangements. • Ensure appropriate confidentiality and information security when handling sensitive safeguarding information. • Liaise with the Trust safeguarding team and relevant safeguarding professionals as required. • Support the DSL with preparation for safeguarding inspections, Trust reviews, audits and governance reporting. • Deputise for the DSL when required, ensuring safeguarding concerns continue to be appropriately managed, escalated and recorded. • Promote an inclusive, respectful and safeguarding-focused culture in which all pupils feel safe, valued and able to seek help. • Carry out all duties regarding the school's policies and codes of conduct. Participating in training and other learning activities as required and to participate in appraisal and professional development. • Set high expectations of conduct, whilst acting as a good role model for others. Equity, Diversity & Inclusivity • Treat all members of the community with dignity and respect, promoting equality of opportunity and challenging discrimination • Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity • Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices Equity, Diversity & Inclusivity • Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity
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Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder

Signature _____

Dated _____

Print Name _____

Person Specification – DDSL
Knowledge and Experience
Proven experience of working within a school, college, safeguarding or pastoral environment.
Sound knowledge and understanding of safeguarding and child protection within an educational setting.
Good understanding of Keeping Children Safe in Education (KCSIE) and relevant statutory safeguarding guidance.
Knowledge of safeguarding issues affecting young people, including contextual safeguarding, exploitation, online safety, peer-on-peer abuse, sexual harassment and sexual violence.
Experience of responding to and managing safeguarding concerns appropriately and sensitively.
Experience of maintaining accurate and confidential safeguarding records.
Experience of working collaboratively with parents/carers, colleagues and external agencies.
Experience of contributing to or participating in multi-agency meetings and professional networks.
Experience of supporting vulnerable children and young people and responding to their individual needs.
Experience of contributing to safeguarding training, audits, reviews or the development of safeguarding practice is desirable.
Skills and Abilities
Strong professional judgement and the ability to assess risk and make appropriate decisions.
Excellent communication and interpersonal skills, with the ability to communicate sensitively and effectively with pupils, parents/carers, staff and external professionals.
Ability to listen carefully, demonstrate professional curiosity and appropriately challenge where necessary.
Ability to build trusting and positive relationships with young people while maintaining appropriate professional boundaries.
Strong organisational skills, with the ability to manage competing priorities and respond effectively to urgent safeguarding matters.
Ability to use safeguarding systems and technology effectively to record, monitor and share information appropriately.
Personal Qualities
High levels of integrity, honesty and professional responsibility.
Confident and courageous in raising concerns and challenging appropriately.
Inclusive and respectful, with a commitment to equality, diversity and the individual needs of every pupil.
Able to demonstrate and promote the Trust values of Honesty, Faith and Courage through their professional practice.
Committed to ensuring that the voice, safety and best interests of pupils remain central to decision-making .
Qualifications and Professional Development
Relevant professional qualification or equivalent experience in education, safeguarding, pastoral care, social care, youth work or a related field.
Evidence of relevant safeguarding and child protection training.
Willingness to undertake and maintain appropriate Designated Safeguarding Lead/Deputy DSL training in line with statutory requirements.
Commitment to ongoing professional development and maintaining current knowledge of safeguarding legislation, guidance and best practice.