



Astrea Academy Trust

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Role Profile

Deputy Designated
Safeguarding Lead

Castle Academy

ROLE SPECIFICATION

Academy / Department	Castle Academy
Post title	Deputy Designated Safeguarding Lead
Responsible to	Designated Safeguarding Lead
Full time Salary	£30,024 - £32,061 FTE
Pro-Rata Actual Salary	£26,254 - 28,035 per annum
Working Pattern	Full Time, Term Time Only
Pension	Local Government Pension Scheme
Working Hours	37hrs per week
Line Management Responsibility	No

ROLE SUMMARY

KEY RESPONSIBILITIES

- ★ Support the Designated Safeguarding Lead, deputising for them as required. Acting in the role of the DDSL as outlined in [Keeping Children Safe in Education](#).
- ★ Support the DSL in developing and maintaining a strong culture of safeguarding across the Academy
- ★ Support the DSL to develop, implement, and supervise appropriate responses to safeguarding and child protection concerns
- ★ Lead the academy's day-to-day attendance processes, promoting excellent attendance and punctuality for all pupils.
- ★ Monitor attendance patterns, identify emerging concerns and implement appropriate interventions to support pupils and families.
- ★ Establish and maintain effective working partnerships with other agencies and individuals, to increase understanding and awareness of student needs
- ★ Encourage a culture of listening to children and taking account their wishes and feelings in all circumstances which concern them
- ★ Effective use of CPOMS online recording and monitoring system, keeping detailed, accurate CPOMS records of any safeguarding concerns and subsequent action taken
- ★ Quality assure the records made by all members of staff, through regular review of incidents within the CPOMS system
- ★ Contribute to and participate in internal cross-function information sharing and collaborative working practices to ensure children's needs are considered and supported holistically
- ★ Ensure effective and rapid transfer of information within and across educational establishments.
- ★ Develop and maintain contact with the families/ carers and professionals to share information about the student's needs and progress and identify and secure positive family support
- ★ Refer cases to the local channel programme where there are concerns regarding radicalisation/prevent as required

- ★ Attend and participate in meetings as required, before and after the Academy day
- ★ The post holder will be subject to performance objectives agreed and reviewed annually with the Designated Safeguarding Lead

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Up to date Designated Safeguarding Lead Training	•	
Evidence of further qualifications towards the post		•
Level 3 or equivalent qualification		•
Undertake the required Local Authority safeguarding training including the Prevent Duty, in timely manner	•	
Support the DSL in to ensure all staff receive the necessary safeguarding/ child protection training and there are regular updates	•	
Support the DSL to ensure all staff are alerted to the specific needs of any vulnerable child through appropriate information sharing	•	
To attend all Astrea Academy Trust Safeguarding networks, briefings, and training sessions	•	
Professional Skills		
Experience in safeguarding in education policies, practices, and procedures	•	
A working knowledge of Keeping Children Safe in Education, Working Together to Safeguarding Children and other key legislation and guidance documents	•	
Experience in managing disclosures and allegations of a safeguarding nature	•	
Experience working within or with an education setting	•	
Excellent communication, presentation, and ICT skills	•	
Ability to build and maintain positive working relationships with professionals and families	•	
Full driving license (including Category D)	•	
Experience of working in or with safeguarding agencies such as Children's Social Care or the Early Help Service including preparing for and attending multi-agency meetings.		•
Experience in managing disclosures and allegations of a safeguarding nature		•
Demonstratable experience in the development of strategies for managing disengagement and poor attendance		•
Ability to make effective use of attendance,	•	

safeguarding, behaviour and attainment data to drive action planning.		
Successful and demonstrable experience of dealing with a range of pastoral issues positively	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
A willingness to take part in training and development opportunities as required	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
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Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org