

Designated Safeguarding & Attendance Lead Perryfields Academy



Title of Post	Designated Safeguarding & Attendance Lead
Status	Permanent, Full time
Salary/Grade	Grade 5 £42,839 - £51,356
Start date	September 2026
Advert Closing Date	Monday 13th July 2026 at 8am
Proposed interview date	Wednesday 15th July 2026

36.5 hours per week

Grade 5 £42,839- £51,356 per annum,

All year contract, up to 34 days holiday plus bank holidays depending on length of service.

We are seeking to appoint a committed and enthusiastic Designated Safeguarding and Attendance Lead to join a strong senior leadership team.

Perryfields Academy is a thriving school located in Oldbury, Sandwell. This is an exciting opportunity to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Perryfields. We are very proud of the achievements our students make academically and in many other spheres. We aspire to provide the very best educational opportunities and outcomes for all of our students.

We encourage visits from all applicants prior to applying for the role. Please contact Natalie Graham-Reid at Natalie.Graham-Reid@perrys.org.uk.

We can offer you:

- the full support of an experienced professional team of staff.
- well established protocols and systems.
- continuing Professional Development and training to support you in your work.
- the opportunity to work in this innovative and forward-thinking Multi-Academy Trust.

- employee assistance scheme to include free and confidential advice, information and counselling, discounted gym membership, discounts at various retail outlets and attractions/days out.
- cycle to work scheme.
- great management support.

WE RESERVE THE RIGHT TO CLOSE APPLICATION PROCESS EARLY.

Job Description

JOB DESCRIPTION	
Job Title	Designated Safeguarding and Attendance Lead
Reports to	Headteacher
Grade	5 (starting increment dependent upon experience)

Main Purpose

- As a member of the Senior Leadership Team (SLT), the DSL will take lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.
- Lead whole school attendance working closely with the Attendance Officer and Welfare Manager.

ROLES AND RESPONSIBILITIES

- To be an active lead for safeguarding to ensure safeguarding standards are being met and maintained across the school, and that safeguarding issues addressed in a timely manner.
- Refer cases of abuse and neglect to the local authority children services, cases of radicalisation to Channel and cases where a crime may have taken place to the police.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- To be the point of contact for all safeguarding partners and any safeguarding concerns within our student and family community.
- Inform the Headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for students 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 or reasonable adjustments to help these children reach their potential
- Complete risk assessments and monitor to ensure review cycle timelines are accomplished and actions are completed, linking to CPOMS.
- In conjunction with the SLT and DDSLs, provide support to relevant staff in relation to safeguarding referrals and risk assessments.
- Conduct regular assurance audits within the school to ensure effective safeguarding principles and practices are embedded.
- Act as a source of support, advice and expertise for all staff in relation to safeguarding matters.
- Ensure child protection files are kept up to date, kept securely and remain confidential.
- 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).
- 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
- Adhere to relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Continually monitor all safeguarding logs on CPOMS, ensuring maintained with sufficient detail and that actions are logged and completed
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; record of any action taken, decisions reached and the outcome.
- 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 student 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 them put appropriate support in place.
- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff and trainee teachers.
- Work with the Local Academy Committee to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the Safeguarding and Child Protection policies are available publicly and regularly updated, and that parents/carers are aware of the role of the Academy in making referrals about suspected abuse or neglect.

- 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
- Remain abreast with contextual safeguarding concerns within local area and be strategic in raising awareness and education of such topics.
- Implement strategies and processes to promote online safety, recognising the additional risks that children with SEN and disabilities (SEND) face online.
- Issue and monitor completion of all statutory safeguarding training for whole school and discuss with the rest of SLT any training gaps to be addressed.
- Ensure own knowledge and skills are up to date with contemporary statutory policies and attend relevant or refresher training courses as required.
- Lead the attendance team, monitoring and evaluating whole school attendance on a termly basis.
- Meet with Heads of Years on a regular basis to monitor year group attendance and persistent absence figures.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post/grade.
- As a key member of the SLT, complete daily duties to uphold the standards of the school.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary or job title.

Person Specification

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Previous experience working as a DSL or DDSL. • Experience of compliance and auditing within a safeguarding setting. • Experience of proactive actions in order to identify creative solutions to potential conflict and competing priorities. • Experience of working in education or social services. 	<p>Experience:</p> <ul style="list-style-type: none"> • Leading a team or being part of a Senior Leadership Team.
<p>Training/Qualifications:</p> <ul style="list-style-type: none"> • Relevant and evidenced experience in safeguarding • Thorough understanding and evidence experience of implementing statutory safeguarding guidance and policies 	<p>Training/Qualifications:</p> <ul style="list-style-type: none"> • Educated to degree level in Education or Children’s social care or with relevant alternative qualifications or experience (appropriate to post concerned).
<p>Knowledge of:</p> <ul style="list-style-type: none"> • Legislation, government guidance and national framework for safeguarding children. • Administration and systems (records) management skills. • In-depth knowledge of relevant statutory legislation, policy and good practice in respect of safeguarding children in education. 	
<p>Other:</p>	

- Ability to de-escalate situations of conflict and deal with emotionally distressing matters in a calm and sympathetic manner.
- Ability to communicate and engage with children and young people effectively.
- To have a “child-focussed” approach, and act as their advocate to promote their best interests.
- Builds effective relationships both internally and externally.
- Able to work effectively under pressure.
- Able to interpret statutory policies for effective application in the academy.
- Good organisational and prioritising skills.
- Ability to organise own work schedules and effective time management skills
- Able to work closely with colleagues to create a strong, coherent and highly functioning team

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain

