



**Deputy Designated
Safeguarding Lead**

(Attendance Focus)

H Grade

£24,274.28 - £28,306.15 (Actual)



Cornwall
Education
Learning Trust

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A stylized, handwritten signature of Dan Morrow in a teal color, written in a cursive script.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



Deputy Designated Safeguarding Lead (Attendance Focus)

Purpose of the role

To support the Designated Safeguarding Lead in ensuring outstanding safeguarding and child protection practice across the school, with a specific strategic and operational focus on students within identified cohorts who are persistently absent or severely absent.

The postholder will act as a key safeguarding professional, ensuring that absence is understood, challenged and addressed as a safeguarding concern, working with staff, families and external agencies to remove barriers to attendance and secure positive outcomes for vulnerable students.

The role includes oversight of safeguarding systems, early intervention, multi-agency working, and targeted attendance strategies to ensure that no student is disadvantaged through absence.

This aligns with the expectation that safeguarding systems consider the impact of welfare issues on attendance, engagement and achievement.

Key Responsibilities

Safeguarding (Core DDSL Role)

The postholder will act as a deputy to the Designated Safeguarding Lead, supporting all aspects of safeguarding and child protection across the school.

They will manage referrals where there are concerns about a child's safety or wellbeing, ensuring that staff are supported to make referrals appropriately and in line with school procedures.

The postholder will liaise effectively with external agencies, including children's social care, Early Help and the police, to ensure timely and appropriate responses to safeguarding concerns.

They will maintain accurate, secure and up-to-date safeguarding records in line with statutory guidance and school policy.

A key part of the role will be to promote a strong safeguarding culture where all staff understand their responsibilities and feel confident to act when they have concerns.

They will also support staff to understand the links between safeguarding, welfare and educational outcomes, ensuring that pupils' safety and wellbeing remain central to their learning and development.



Strategic Lead for Identified Students Who Are Persistently or Severely Absent

The postholder will act as the strategic lead for identified students who are persistently or severely absent, ensuring there is robust safeguarding oversight for these cohorts.

They will develop a clear understanding of the underlying causes of absence, including the links between poor attendance, vulnerability and safeguarding risk.

Working closely with the Attendance Lead, the postholder will support the early identification of patterns of persistent absence and ensure proactive intervention takes place before concerns escalate.

They will work with senior leaders to develop and implement targeted strategies to improve attendance for vulnerable groups, ensuring that support is timely, appropriate and clearly monitored.

Where appropriate, persistent and severe absence will be treated as a priority safeguarding concern. The postholder will ensure that risks are identified, recorded and responded to in line with school and Trust safeguarding procedures.

They will monitor the attendance of identified students and regularly evaluate the impact of interventions, using this information to refine support and improve outcomes.

The postholder will also work collaboratively with the School Attendance Lead to ensure that school and Trust attendance objectives are achieved.

Student & Family-Focused Safeguarding & Attendance Work

The postholder will build strong relationships with students and families to support engagement, improve attendance and strengthen the connection between home and school.

They will lead and coordinate meetings with parents and carers to identify barriers to attendance and agree practical strategies to improve attendance and punctuality.

Where necessary, the postholder will undertake home visits to assess risk, support families and promote positive engagement with school.

They will ensure frequent and meaningful contact with families of students who are persistently absent, maintaining a clear focus on support, challenge and improvement.

Working with the Attendance Lead, the postholder will meet with parents and carers in a problem-solving capacity to develop and implement action plans that address individual barriers to attendance.

They will ensure that students' views are listened to and used to inform planning, intervention and support.

The postholder will also support the school's rewards systems linked to attendance, helping to promote positive attendance habits and recognise improvement.



Multi-Agency Working and Early Help

The postholder will establish, develop and maintain trusted relationships with external agencies, particularly the Local Authority, to support effective collaboration in addressing attendance and punctuality concerns.

They will lead on the coordination of multi-agency support for students whose absence is linked to safeguarding concerns, ensuring that information is shared appropriately and that actions are clearly followed through.

Where required, the postholder will make referrals for Early Help and targeted interventions to prevent needs from escalating and to ensure families receive timely support.

They will work closely with Heads of Year, Year Managers, the Attendance Lead, SEND Team, and Mental Health and Wellbeing Lead to provide holistic support for students and families.

The postholder will also liaise with external professionals, including Education Welfare Officers and community services, to ensure that support is coordinated, purposeful and focused on improving attendance and safeguarding outcomes.

Attendance Systems, Monitoring and Reporting

They will track and monitor the attendance of vulnerable groups, including students who are persistently absent, with a particular focus on those whose attendance falls below 85%.

The postholder will ensure that all interventions and safeguarding actions are recorded accurately and in detail, in line with school and Trust expectations.

They will provide regular reports to senior leaders on attendance trends, safeguarding concerns and the impact of interventions, ensuring that leaders have clear information to inform decision-making and further action.

Safeguarding Administration

The postholder will support the Safeguarding Team with the day-to-day administrative duties required to ensure effective safeguarding practice across the school.

They will schedule safeguarding and refresher training, as well as coordinate, record and support the administration of safeguarding meetings. This will include attending and minuting confidential meetings as requested by the Designated Safeguarding Lead.

The postholder will coordinate the weekly pastoral presentation for staff briefing, ensuring that relevant information is prepared, accurate and shared appropriately.

They will maintain specific safeguarding student records, ensuring that information is up to date, accurate and readily accessible to relevant colleagues.

The postholder will liaise with primary and feeder schools, as well as external services, to ensure that safeguarding and pastoral information is received, recorded and shared appropriately. When a student leaves the school, they will ensure that safeguarding information is forwarded securely to the receiving establishment.



They will provide confidential administrative support in relation to safeguarding matters, including the preparation of ad hoc letters, reports and formal documentation relating to safeguarding concerns. The postholder will lead the effective oversight of the school's CPOMS safeguarding system, ensuring that records are maintained accurately and used effectively to support safeguarding practice.

They will ensure that external visitors are appropriately vetted and recorded in line with Single Central Record requirements. This will include completing verification checks prior to site access and booking rooms to facilitate safeguarding meetings where required.

The postholder will also update the Complex Student Panel document on a weekly basis, ensuring that information remains current and supports effective planning, decision-making and intervention.

Policy, Procedure & Compliance

They will ensure compliance with statutory guidance relating to safeguarding, child protection and attendance, supporting the school to meet its legal and professional responsibilities.

The postholder will contribute to staff training around attendance, safeguarding and vulnerable learners, helping colleagues to understand their responsibilities and respond appropriately to concerns.

They will also ensure that key procedures, including first-day response systems, are implemented effectively and followed consistently, so that concerns are identified and acted upon at the earliest opportunity.

Culture, Awareness & Inclusion

The postholder will promote a culture of high expectations around attendance and inclusion across the school, ensuring that all students are supported and encouraged to attend regularly.

They will contribute to initiatives that raise awareness of the importance of attendance within the school community, helping students, families and staff understand the link between regular attendance, wellbeing and educational outcomes.

The postholder will ensure that students with safeguarding needs, including those with social workers, are supported to achieve strong educational outcomes through timely intervention, effective communication and coordinated support.

They will champion an inclusive approach across the school, ensuring that no student is disadvantaged because of absence, vulnerability or additional need.

General responsibilities applicable to all staff

- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Note:

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Qualifications and Professional Development

Essential	Desirable
Minimum 4 GCSE's including English & Maths	Evidence of study after GCSE
Level 3 Safeguarding	TIS Training
	Other relevant training or qualifications relating to working with children.

Experience

Essential	Desirable
Previous experience of working with children in a pastoral role in a school environment	Experience of developing effective policies & procedures for safeguarding.
Experience of working as part of a safeguarding team.	Demonstrable experience of developing & implementing strategies to help children and their families.
Experience of leading others	
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	

Knowledge and Understanding

Essential	Desirable
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools & other agencies	Knowledge of a range of issues relevant to education and child development
ICT Competency	
Effective listening & communication skills	



Skills & Abilities

Essential	Desirable
Strong administration & organisational skills	
Excellent record keeping skills & attention to detail.	
Self-motivated & able to work without supervision.	
An ability to relate well to children. approachable & empathetic	
Effective time management, ability to work to deadlines and methodical approach to work	

Personal Qualities

Essential	Desirable
Commitment to high expectations and equity for all students	Experience of contributing to whole-school strategic planning
Passionate advocate for inclusive education	Ability to deputise confidently for the Headteacher/Deputy Headteacher in their absence
Resilient, calm, and emotionally intelligent	
Values collaboration, professional learning, and continuous improvement	
Strong organisational and problem-solving skills	





Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CELT is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CELT and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



Hayley Bissenden

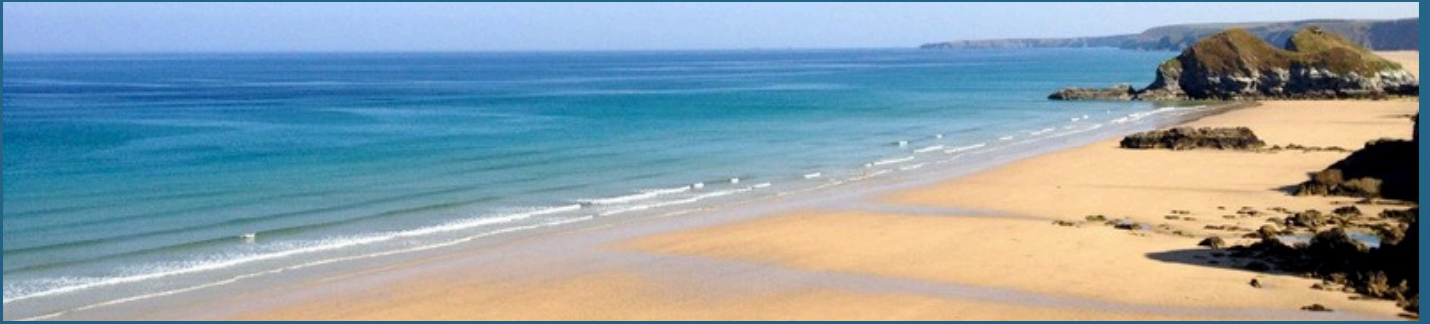
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.