



JOB DESCRIPTION

Deputy Designated Safeguard Lead

REPORTS TO:	Assistant Headteacher responsibility for Student Behavior
PAYSCALE:	Band 4 max point 19-28 starting on point 19
LOCATION	Royal Docks Academy
TERMS:	37 hours per week 39 weeks per year (term time, plus 5 inset days) Hours: 8am to 4pm – 35 mins lunch each day
CONTRACT:	Permanent

PURPOSE OF THE JOB

- To be a high-profile advocate of all students within the academy working alongside the Pastoral Team.
- To work with the Pastoral Team /HOY to ensure an effective transition between the Primary Phase and Royal Docks Academy, helping to support year 7 pupils.
- Providing outstanding pastoral care, guidance and fostering positive links between home and the Academy working closely with parents/carers to ensure every student will thrive and succeed
- Managing behavior and uniform on a day to day basis, working as a key member of the pastoral team.
- Supporting the promotion of the SMSC priorities for the Academy.
- To take lead responsibility for safeguarding and child protection (when the Safeguarding Lead is unavailable or off site)
- To take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Liaison with

- The postholder will be expected to liaise with Heads of Year, Form Tutors, all Academy Staff, BMAT staff, Students, Parents, Visitors and External Agencies in order to promote a mutual understanding of the academy's vision and values

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Day-to-day responsibilities

- To be proactive in dealing with any issues relating to attendance or punctuality, and work collaboratively with other agencies, HASLO and organisations to manage improvements in attendance
- To assist the HASLO with home visits as and when needed.
- To implement the school's late policy both to school and lessons, including supervising students for lateness, and working to reduce persistent lateness of individual pupils, establishing clear lines of communication with pupils and parents, also have a high presence in the morning assisting with late desk, making rounds of all classes, checking uniforms, support and challenge parents to ensure their child adheres to the uniform policy, and any issues surrounding students arriving late to class.
- Dealing with day-to-day students' issues, and work closely with parents/carers on all aspects of student's attendance and behaviour and involve them as partners in the drive to ensure their child thrives and achieves.
- To make sure that all behavior incidents are fully investigated, take witness statements and summarise findings, then ensure this is passed to the relevant HOY.
- Actively promote positive behavior and be proactive in dealing with any issues relating to poor behaviour.
- Manage the inclusion of students who face behaviour challenges throughout the day by providing appropriate intervention and nurture.
- Work collaboratively with other key staff (DSL, SENDCo, Curriculum Leaders, SLT) in the Academy and external agencies to support behaviour for learning.
- Represent HOY's in meetings with parents/carers if they are unavailable to attend
- Supervise groups of students in detention and undertake break and lunch duties as required.
- Monitor detentions and support the follow-up of non-attendance, including sending parent texts re non-attenders, updating Bromcom and running required reports.
- To structure and implement mentoring for key students/key groups, forming action plans for sustained progress.
- Support the Pastoral Team and Leaders in monitoring the effective delivery of effective support to all students.

Manage referrals

- Refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the Prevent programme where there is a radicalisation concern as required
- Support staff who make referrals to the Prevent programme
- Refer cases where a crime may have been committed to the Police as required.
- Manage, advise staff on and refer cases as set out in in Keeping Children Safe in Education (KCSIE) September 2024 if not covered by the above
- Oversee the Safeguard software. Act on referrals in a timely fashion and log follow-ups as appropriate

Work with others

- Liaise with the Safeguarding Lead and Headteacher to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member)
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Act as a source of support, advice and expertise for staff
- Provide information for multi-agency meetings as requested.
- Develop effective partnerships with families tailored to individual needs - provide opportunities for parents/carers to engage with the School.

Training

- Undergo training to provide you with the knowledge and skills required to carry out the DDSL role; this training should be updated at least every two years.
- Undergo training to keep your knowledge relevant and updated.
- undertake Prevent awareness training

In addition to the formal training set out above, your knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow you to understand and keep up with any developments relevant to your role so you:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the academy's child protection policy and procedures, especially new and part time staff. This includes the academy's online 'Safeguard' referral system and all its uses
- Are alert to the specific needs of children in need, those with special educational needs and young carers
- Are able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

- Ensure the child protection and attendance policies are known, understood and used appropriately
- Ensure all staff are aware of requirements set out in Keeping Children Safe in Education (KCSIE) published in September 2024 and any updates/subsequent versions of this
- Make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Support the DSL with safeguarding training for academy staff, including during induction of new staff
- Ensure all staff are aware of their responsibilities regarding specific types of abuse, for example: FGM Peer on peer abuse
- Involvement of young people in serious violent crime Contextual safeguarding

Child protection files

Where children leave the school, support the DSL in ensuring their child protection file is transferred to the new school as soon as possible, transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

During term time, the deputy designated safeguarding lead will always be available during school hours for staff in the school to discuss any safeguarding concerns, in person, via email and when offsite via mobile phone. The deputy designated safeguarding lead will arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

- To ensure that the safety and welfare of others is continuously considered, including appropriately recording and reporting any concerns relating to abuse and child sexual exploitation. To be familiar with the school Safeguarding procedures and to read and

understand associated documentation (*Guidance for safer working practice for adults who work with children and young people in educational settings, Keeping Children Safe in Education, Staff Handbook*) and comply with their requirements to safeguard and protect the welfare of children, young people and adults.

- To be aware of responsibilities and expectations outlined in the Code of Conduct Policy.
- To be aware of the Whistleblowing Policy and report any genuine concerns in relation to the conduct of others in the school, which are in the public interest such as fraud, misconduct or wrongdoing by employees or Management Committee of the school. Where the concerns are about safeguarding children or young people, the Designated Senior Person for Child Protection should be notified
- Other duties that are consistent with the post and the need for staff to work flexibly.

Other specific duties

- To assist with the carrying out of risk assessments as appropriate
- To actively engage in the performance review process
- To undertake any other duty as specified by the Headteacher or Head of School not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty
- Contribute to; strengthening partnerships with Safeguarding Officers in the academy and with other academy's within BMAT.

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Deputy Designated Safeguard Lead

	Essential	Desirable
Qualifications and Training	<p>Level 3 Safeguarding training (or willingness to complete upon appointment)</p> <p>GCSE English and Maths at Grade C / 4 or above (or equivalent)</p> <p>Relevant qualification in education, child development, social work or related field (desirable)</p> <p>Evidence of continuous professional development</p>	<p>DSL (Designated Safeguarding Lead) training</p> <p>Qualification in counselling, youth work, or mental health support</p>
Experience	<p>Significant experience working with children or young people, ideally in a school or pastoral role</p> <p>Experience dealing with safeguarding and child protection concerns</p> <p>Experience of working collaboratively with external agencies</p> <p>Experience of engaging effectively with parents and carers</p> <p>Experience supporting transition between key phases in education (e.g., KS2 to KS3)</p>	<p>Experience of working in a multi-academy trust (MAT) context</p> <p>Leading on early help assessments or team around the family meetings</p>
Knowledge and Understanding	<p>Strong understanding of safeguarding policies and procedures</p> <p>Good understanding of pastoral care, behaviour management, and emotional wellbeing in young people</p> <p>Familiarity with statutory guidance such as Keeping Children Safe in Education (KCSIE)</p> <p>Understanding of SMSC development and its importance in a school setting</p> <p>Knowledge of barriers to learning and how to support students in overcoming them</p>	
Skills and Attributes	<p>Excellent interpersonal and communication skills</p> <p>Ability to manage sensitive issues with empathy, discretion, and confidentiality</p> <p>Ability to remain calm under pressure and manage multiple priorities</p> <p>Strong organisational skills and the ability to</p>	<p>Ability to lead and develop initiatives linked to SMSC and pastoral priorities</p> <p>Training in trauma-informed or restorative practices</p>

	<p>maintain accurate records</p> <p>Ability to lead meetings, contribute to strategy discussions, and work effectively with agencies</p> <p>Proactive, approachable, and solution-focused</p> <p>Ability to enforce standards on behaviour and uniform consistently and fairly</p> <p>Committed to building positive relationships with students, staff, and families</p>	
Personal Qualities	<p>Passionate advocate for student wellbeing and achievement</p> <p>Emotionally resilient and committed to ongoing learning</p> <p>Commitment to safeguarding and promoting the welfare of all students</p> <p>High expectations of self and others, with a commitment to the academy's values and ethos</p>	