



JOB DESCRIPTION

Designated Safeguarding Lead – Non-teaching - Extended Leadership

REPORTS TO:	Headteacher
PAYSCALE:	Band 6 Mid, Point 37-42 (Actual salary inc. Outer Fringe Allowance £48,226 to £53,460)
LOCATION	Burnt Mill Academy
TERMS:	37 hours per week 41 weeks per year, 39 weeks including inset days plus 10 days (5 days during Summer School) Hours: 8am to 4pm with flexibility on school needs
CONTRACT:	Permanent

PURPOSE OF THE JOB

- To work as a senior member of staff as extended leadership within the School's Leadership Team, taking lead responsibility for all safeguarding and child protection matters arising at the School and providing advice and support to all staff in dealing with any child protection concerns that arise; To lead and manage the Deputy DSLs and Safeguarding Team, to provide regular supervision and management oversight of open cases and reported cause for concern referrals by staff through the sharing of information; To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, training, advising, supporting and directing other staff to act to safeguard and promote the welfare of children; To promote and safeguard the welfare of all children. To be available for staff to discuss any safeguarding concerns. To identify training needs to ensure appropriate safeguarding training is in place for all staff and training records are maintained. To ensure that record keeping is timely, accurate, comprehensive and securely stored
- The postholder will be expected to liaise with SLT, Heads of Year, Form Tutors, all Academy Staff, BMAT staff, Students, Parents, Visitors and External Agencies such as the Local Authority, Social Care and police.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

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- Attend all SLT Meetings to provide safeguarding update on proactive and reactive actions taken
- Undertake DSL duties including receiving information, follow up/actions as required, liaising with students/parents/carers, staff and external agencies, making referrals, when necessary, log concerns and information in line with statutory guidance.
- Ensure the MyConcern/safeguarding platform is used across the school so that all safeguarding concerns and incidents are accurately recorded.
- Manage the MyConcern/Safeguard platform to ensure safeguarding of all students and staff, performing the triage of referral to appropriate DSLs and agencies as required.
- Assign all students requiring RASHEN to a member of the Safeguarding Team
- Ensure the Safeguarding Team complete RASHEN checks for all assigned students in a timely manner
- Manage all new student starters and exits and ensure forms are completed accurately and reported to county within statutory guidelines
- Ensure all new staff starters complete mandatory and school safeguarding courses before they start
- Oversee attendance and role of EWO and HOYs in terms of PAs and students school refusers
- Ensure health and QA checks are completed twice per half term for all students at Alternative Provision or Off-Site Direction
- Ensure Reduced Timetable paperwork is completed fully and in collaboration with parents/carers and updated every two weeks
- Ensure vulnerable and at-risk students are passed to the SENCO to complete a One-Plan and that HOYs refer them to the LGB Behaviour Panel once a half-term
- Ensure online safeguarding for students and staff and the successful implementation of the newly published standards for 'Filtering and Monitoring' in KSCIE from September 2023.
- Contribute to Team Around the Family (TAF) meetings when a concern identifies the need for a multi-agency response, providing the opportunity to discuss how additional needs can be met.
- Ensure accurate records of all safeguarding concerns, actions and outcomes are kept confidentially and in line with GDPR requirements.
- Monitor harmful sexual behaviour in school; manage responses and report instances to LA in line with Ofsted requirements.
- Liaise with external agencies (including LADO and LA safeguarding team) as required in the interests of working together to support children and families.
- Prepare and provide impartial reports as required to Local Authorities and external statutory/voluntary agencies with supervision from the Deputy Headteacher (Pupil Welfare and Safeguarding).
- Contribute to and attend relevant professional meetings where required; S47 Police and Local Authority Strategy Meetings, Case Conferences, Core Groups and S17 Child in Need Meetings; taking responsibility for making decisions on safeguarding outcomes for children and families as required.
- Work with the Attendance Team, Heads of Years and other Pupil Welfare colleagues to identify safeguarding or other issues that may impact on students learning and achievement.
- Support with home visits to families to verify students are 'safe and well' for purposes of those missing education (CME) and/or to carry out discussion/assessments to provide on-going support for safeguarding purposes.
- Produce comprehensive Safeguarding reports in a timely manner for Leadership meetings and LGB meetings.
- With colleagues, help identify factors affecting an individual students' wellbeing and behaviour within the academies and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.

- Support families to be the best parents they can be so that they are able to support their child's learning and wellbeing.
- Work in collaboration with the Pupil Welfare team to ensure continuing and cohesive support for identified families.
- Ensure that all safeguarding duties are adhered to.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents/carers evenings.
- Line manager members of the Pupil Welfare team.
- Responsible to the transfer of pupil safeguarding files
- Responsible for the receipt of safeguarding files for pupils who are mid-term transfers
- Any other duties required by the Headteacher or your Line Manager in order to ensure the smooth running of the school.

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.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

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

Additional Duties

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

Other specific duties

- To continue personal development as agreed
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health & Safety policies and procedures are followed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Executive Headteacher 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

Person Specification – Designated Safeguard Lead (Non-Teaching Extended SLT)

		Essential	Desirable
Qualifications and documentation	<ol style="list-style-type: none"> 1. Enhanced DBS and validated references 2. Eligibility to work in the UK 3. Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent. 4. First Aid Qualification 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience	<ol style="list-style-type: none"> 1. Successful recent experience working with children in a school environment 2. Experience of office environment 	<ul style="list-style-type: none"> ✓ ✓ 	
Knowledge Skills / Competencies	<ol style="list-style-type: none"> 1. Ability to use a range of office equipment 2. Good keyboard skills 3. Good working knowledge of Microsoft applications 4. Effective communication skills both oral and written 5. Demonstrate tact and sensitivity in contentious situations 6. To be welcome and calm 7. Excellent reading and writing skills 8. Good numeracy skills 9. Knowledge of first aid 10. Maintenance of confidentiality 11. Understanding of child protection and safeguarding policies and procedures 12. Knowledge of relevant codes of practice and school policies 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal Qualities	<p>Characterised as:</p> <ol style="list-style-type: none"> 1. Work effectively as part of a team. 2. Work calmly under pressure. 3. Subject to interruption and conflicting demands. 4. Effective time management. 5. To be flexible. 6. Follow instructions accurately. 7. Ability to prioritise work effectively. 8. Meeting deadlines imposed internally. 9. Use own initiative and work independently. 10. Accuracy and attention to detail. 11. Resolve routine issues independently within general procedural framework but refer complex or serious problems to Line Manager 12. Communicate effectively with adults and children, verbally and in writing. 13. Have high expectations of self. 14. Committed to personal and professional development 15. Awareness of, and commitment to, equalities issues 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	