



## North Halifax Grammar School Academy Trust

### Assistant Headteacher with Designated Safeguarding Lead Responsibility (Teaching)

<b>Grade and Pay Range</b>	Leadership Pay Range – Point 11-14
<b>Tenure</b>	Permanent
<b>Responsible to</b>	Headteacher, Trustees

#### Main purpose of the role:

To provide strategic and operational leadership for safeguarding and child protection across the Academy Trust, alongside a teaching commitment and wider whole-school leadership responsibilities. As a member of the Senior Leadership Group, the Assistant Headteacher will ensure safeguarding is fully compliant and embedded within the culture, curriculum and daily practice of the Academy. Additional leadership responsibilities will be determined in line with the skills, experience and expertise of the postholder.

#### Teaching and Learning Responsibilities:

The role includes a teaching commitment, with subject specialism determined according to the strengths and experience of the successful candidate.

#### Strategic Leadership and Oversight:

- Provide strategic leadership and operational management of all safeguarding and child protection matters across the Academy, ensuring compliance with statutory guidance, including *Keeping Children Safe in Education*, and the Academy Trust's safeguarding policies.
- Act as the lead professional for safeguarding and child protection, offering expert advice, guidance and appropriate challenge to staff and leaders to ensure consistent and effective practice.
- Contribute to the development, implementation and regular review of the Academy Trust's safeguarding policies and procedures, ensuring they reflect current statutory guidance and local safeguarding arrangements.
- Promote and sustain a strong culture of safeguarding, professional curiosity and vigilance across the Academy community.

#### Managing Concerns and Referrals:

- Receive, manage and respond appropriately to safeguarding concerns and disclosures, including assessing risk, taking timely action, and making referrals to children's social care and other relevant external agencies in line with statutory requirements.
- Support staff in identifying, recording and responding to safeguarding concerns and ensure appropriate follow-up actions.

- Maintain accurate, secure and detailed safeguarding and child protection records, ensuring information is recorded promptly, stored appropriately, and transferred securely in accordance with data protection requirements and safeguarding guidance.
- To monitor safeguarding communications outside of normal working hours, including evenings and weekends, where necessary, to ensure that any urgent concerns are identified and responded to promptly.
- To act as the safeguarding contact during periods of school closure, ensure appropriate oversight.

#### **Multi-Agency Partnership Working:**

- Represent the Academy at relevant multi-agency meetings, including strategy meetings, child protection conferences, core groups, and Child in Need meetings.
- Liaise with external agencies and safeguarding partners, including MAST, LADO, police, health services and local authority teams, to safeguard and promote the welfare of pupils.
- Keep the Headteacher informed of safeguarding matters as appropriate and provide reports and information for senior leaders and Trustees when required.

#### **Training and Professional Development:**

- Lead on the delivery of high-quality safeguarding training for all staff and Trustees, ensuring understanding of statutory responsibilities and embedding best practice.
- Ensure updates to *Keeping Children Safe in Education* and other statutory guidance are communicated effectively and embedded in Academy practice.
- Engage in relevant safeguarding training and professional networks, sharing learning across the Academy.

#### **Supporting Students and Families:**

- Act as a point of contact for students and parents/carers on safeguarding matters, communicating sensitively, professionally and confidentially.
- Work collaboratively with pastoral teams, attendance staff and year group leaders to identify and address safeguarding issues that may impact attendance, behaviour, wellbeing or achievement.
- Support home visits and welfare checks where required, including in relation to children missing education (CME).

#### **Wider Leadership and Professional Responsibilities:**

- Contribute to the wider leadership, strategy and ethos of the Academy as a member of the Senior Leadership Group.
- Undertake any professional duties of the Headteacher as reasonably delegated by the Headteacher.
- Additional leadership responsibilities will be determined according to the skills, experience and expertise of the postholder.
- Uphold high standards of professional conduct, integrity and confidentiality at all times.
- Take part in appraisal, professional development and relevant meetings in line with Academy expectations.
- Ensure all duties are carried out with due regard to health and safety requirements.

## Person Specification

Criteria	Qualities Essential	Qualities Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Completed appropriate Designated Safeguarding Lead (DSL) training in line with statutory requirements.</li> <li>• Demonstrable experience of working in a safeguarding role within an educational setting.</li> <li>• Comprehensive and up-to-date knowledge of <i>Keeping Children Safe in Education</i> (KCSIE) and other relevant statutory safeguarding guidance</li> <li>• Strong understanding of safeguarding legislation, child protection procedures, and multi-agency working practices.</li> <li>• Proven experience of managing child protection records and maintaining accurate, confidential safeguarding documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of effective multi-agency collaboration with external partners such as Children’s Services, Police, Early Help, and Health Services.</li> <li>• Relevant additional safeguarding or child protection qualifications.</li> <li>• Knowledge and understanding of trauma-informed practice.</li> <li>• Understanding of the role of the Designated Teacher for CLA and PLAC.</li> </ul>
<b>Teaching &amp; Learning</b>		
<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Experience of teaching at KS3, KS4 or KS5</li> </ul>		
<b>Skills &amp; Knowledge</b>		
<ul style="list-style-type: none"> <li>• Excellent knowledge of safeguarding requirements, statutory guidance, and best practice.</li> <li>• Strong understanding of the specific safeguarding vulnerabilities and challenges faced by students.</li> <li>• Excellent communication skills, both written and verbal, with the ability to engage confidently with students, staff, parents/carers, and external professionals.</li> <li>• Highly effective organisational skills with the ability to manage competing priorities and complex caseloads.</li> <li>• Strong IT competence, including experience using MIS systems and electronic safeguarding/CPOMS-type platforms.</li> <li>• Ability to provide guidance, training, and challenge where appropriate to ensure a strong safeguarding culture across the Academy.</li> <li>• Ability to build effective, professional relationships with a wide range of stakeholders.</li> </ul>		
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• A clear commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Commitment to upholding and promoting the ethos and values of the academy.</li> <li>• High levels of integrity, honesty, fairness, and professionalism.</li> <li>• Ability to remain calm, solution-focused, and decisive under pressure.</li> <li>• Resilient, emotionally intelligent, and able to manage complex and sensitive situations.</li> <li>• Commitment to maintaining strict confidentiality at all times.</li> <li>• Strong commitment to equality, diversity, and inclusion.</li> <li>• A proactive approach to continuous professional development.</li> </ul>		