



Deputy Designated Safeguarding Lead
(Maternity Cover)
Mark Hall Academy
Candidate Information Pack

Contents

1. **Welcome from the CEO**
2. **About Our Trust**
3. **About the Role**
4. **Job Description**
5. **Person Specification**
6. **How to Apply**



Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Mark Hall Academy, the role of Deputy Designated Safeguard Lead, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Mark Hall Academy and BMAT Education.

Helena Mills CBE

Welcome from our Executive Headteacher

Welcome to Mark Hall Academy

Thank you for your interest in joining Mark Hall Academy.

Mark Hall is a school with real energy, character and potential. It serves a community that deserves a strong, ambitious and successful school at its heart, and we are proud to be part of that work.

At Mark Hall, we are focused on building a culture of aspiration, respect and success. We want every student to feel known, challenged and supported, and to leave us with the confidence, character and qualifications they need for the next stage of life.

We believe young people achieve their best when schools get the important things right: strong teaching, a carefully planned curriculum, high standards of behaviour, good attendance, effective pastoral care and positive relationships with families. These are the foundations of a successful school, and they sit at the heart of our work.

We are looking for staff who share that sense of purpose. Colleagues joining Mark Hall will be part of a school that is ambitious for its students and serious about improvement. This is a place for people who believe in young people, value consistency and want to make a visible difference through their work.

As part of BMAT Education, Mark Hall benefits from the support, challenge and expertise of a wider family of schools. The Trust helps us raise expectations, strengthen systems, develop staff and share the best practice that makes a real difference in classrooms and across school life.

We also know that schools improve through people. We want staff to feel supported, valued and clear about what matters most. Leadership will be visible, expectations will be clear, and colleagues will be supported to do their jobs well. High standards matter, but so does working together with trust, honesty and care.

Mark Hall has students with talent, personality and potential. It has staff who care deeply and a community that wants its young people to succeed. There is a great deal to be proud of and a great deal to look forward to.

If you are ambitious for young people, committed to inclusive education and want to be part of a school with purpose, drive and heart, we would be delighted to hear from you.

Thank you again for your interest in Mark Hall Academy. We hope this pack gives you a sense of who we are, what we value and why Mark Hall is such a rewarding place to work.

Mike Yerosimou

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



Job Description

Job title	Deputy Designated Safeguarding Lead (DSL)
Reports to	Designated Safeguard Lead
Pay scale	Band 4, Point 19 to 28 (£29,368.87– £35,720.04)
Location	Mark Hall Academy
Terms	37 hours per week, 41 weeks per year (term time plus inset days plus 2 weeks throughout the holidays)
Contract	Fixed-term Maternity Cover, 1 st September 2026 until 22 nd July 2027

Purpose of the Job

- To take lead responsibility for safeguarding and child protection (when the Safeguarding Lead is unavailable or off site)
- You will have the appropriate status and authority within the school to carry out the duties of the post with time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters
- 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 post-holder is expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the academy's vision and values.
- The post-holder is expected to network and liaise with other safeguarding colleagues across the academy and across BMAT, as and when appropriate.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Specific Responsibilities

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, in conjunction with the senior HR lead, where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- 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 2025 if not covered by the above
- Oversee the My Concern. 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

Training

- undergo training to provide you with the knowledge and skills required to carry out the role; this training should be updated at least every two years
- 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 policies are known, understood and used appropriately February 2023
- ensure all staff are aware of requirements set out in Keeping Children Safe in Education (KCSIE) published in September 2019 and any updates/subsequent versions of this
- ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Assistant CEO (safeguarding) regarding this
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- lead on 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 file

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.

General expectations of the role

Shaping the Future

- Assist in delivering the vision of the academy.
- Contribute to the identification of key areas of strength and weakness.
- Work to a high standard in implementing agreed policies, priorities and expectations, to set good examples to other colleagues.
- Promote a culture of teamwork, in which views of all members of the academy are valued and taken into account.
- Contribute to the self-evaluation of the academy and lead the self-evaluation of safeguarding

Leading Learning and Teaching

- Provide detailed analysis of safeguarding data to a variety of audiences, including the SLT and the Local Governing Board.
- Promote the active involvement of pupils in their own learning. February 2023
- Support strategies to promote high standards of behaviour.
- Provide support for colleagues in improving the learning environment to enhance learning and increasing engagement for all pupils, in particular those who are vulnerable

Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people.

- Contribute to the creation of a positive academy ethos, in which every individual is treated with dignity, respect, and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activities as necessary.

Managing the organisation

- Contribute to a regular review of the needs of safeguarding provision and ensure it meets statutory requirements.
- Develop actions in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the academy's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Be a presence in and around the academy before and after school, at lesson change over, break and lunch sessions, and any other times deemed necessary by the Headteacher/Assistant CEO.

Securing Accountability

- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups.
- Contribute to the reporting of the performance of pupils to parents, carers, governors and other key partners.

Strengthening Community

- Contribute to; strengthening partnerships with Safeguarding Officers in the academy and with other academy's within Burnt Mill Academy Trust.
- Contribute to policies and practices, which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.

Additional duties:

- To play a full part in the life of the Academy community, to support its ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing duties each week as required by the CEO or Headteacher.

Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.

- To undertake any other duty as specified by the CEO or Headteacher not mentioned in the above and in line with the demands of being a member of the academy's senior leadership team
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the academy's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Assistant CEO or Headteacher 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. 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.

Person Specification

Deputy Designated Safeguarding Lead (Mat Cover)

Qualifications	Essential	Desirable
Good standard of education	✓	
Enhanced DBS and validated references	✓	
Eligibility to work in the UK	✓	
Level 3 Safeguarding qualification	✓	
Experience		
Demonstrate experience of working effectively with Vulnerable children/ young people in either education, social work, youth worker or another related area of work	✓	
Experience of working effectively with the parents / carers of children / young people	✓	
Experience of working effectively with a range of professionals to promote children's/young people's learning or welfare	✓	
Experience of working with children including work within child protection and multi-agency liaison	✓	
Experience as a safeguarding officer	✓	

Knowledge		
Good knowledge of Microsoft Office	✓	
An understanding of ECAF, KCSIE, BMAT safeguarding policies and the Early Help process	✓	
Knowledge of Academy's information systems (Bromcom)	✓	
Knowledge of 'Framework for the Assessment of children in need and their families'	✓	
Demonstrate knowledge of the range of additional support/Agencies which can be of assistance to vulnerable pupils /Students and families	✓	
First aid training	✓	
Skills / Competencies		
Good numeracy/literacy/ICT skills	✓	
Good communication skills	✓	
Good organisational skills	✓	
Ability to maintain student records and report writing as required	✓	
Ability to motivate children/ young people by establishing empathic and supportive working relationship	✓	
Ability to produce concise and complex reports	✓	
Ability to relate well to children and adults	✓	

Ability to work on one's own initiative, balance competing priorities and organise a work schedule	✓	
Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities	✓	
Discretion, tact and diplomacy	✓	
Attention to detail.	✓	

Personal Qualities		
A role model for others with a high degree of integrity and professionalism.	✓	
A belief in the ability of children and young people to achieve and to overcome obstacles to their learning.	✓	
Committed to future professional development	✓	
Committed to safeguarding children	✓	
Committed to equal opportunities	✓	
Commitment to the overall success of the Academies	✓	
Calm under pressure and flexible in approach.	✓	
Emotionally intelligent and self-aware	✓	
Flexible and adaptive approach to work	✓	
Proactive, enthusiastic, optimistic and innovative.	✓	

Shows initiative and demonstrates a 'can do' approach	✓	
Sensitivity to the needs of others	✓	
Reputation for firm and fair behaviour management.	✓	
Reliable and resilient with a strong sense of gravitas.	✓	
Values and behaviours suitable for working with children and young people.	✓	

How to Apply

Deputy Designated Safeguard Lead (Mat Cover)

We look forward to hearing from you.

Closing date for applications: 26th June 2026

Interviews: As soon as possible

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)





Mark Hall
Academy



Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**