



# Recruitment Pack

**Deputy Designated Safeguarding Lead  
& Inclusion Support**  
Richmond Hill Primary Academy





## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

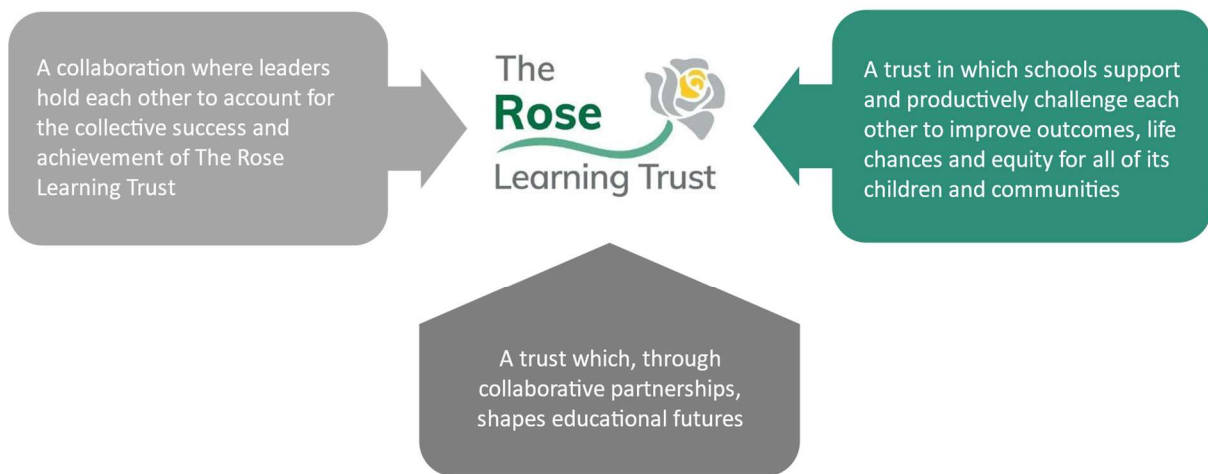
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer





## Vision Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.





## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children

### THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

Vision	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
Values Statement	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
Strategic Objectives	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Developing Excellence Priorities	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	







## Deputy Designated Safeguarding Lead & Inclusion Support

Post	Deputy Designated Safeguarding Lead & Inclusion Support
Contract type	Permanent, Term Time + 3 days
Grade	Grade 7 Salary: £28,598 - £32,597 (Actual £25,164)
Hours	37.5 hours per week
Reporting to	DSL
Location	Richmond Hill Primary Academy, Sprotbrough, Doncaster, DN5 7SB
Commencement date	TBC
Closing date	Tuesday 17 <sup>th</sup> February 2026, midnight
Shortlisting date	Monday 23 <sup>rd</sup> February 2026
Interviews	Thursday 26 <sup>th</sup> February 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of **transforming futures collaboratively** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Richmond Hill Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Deputy Designated Safeguarding Lead & Inclusion Support to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. The Deputy Designated Safeguarding Lead & Inclusion Support should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose





The successful candidate will:

- Be an enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role with a desire to be part of an Inclusion team working for the pupils, staff and school community.
- Be an individual who can make an outstanding contribution to the Inclusion support function for the school and maintain effective administrative systems and procedures.
- Have a good level of general education in line with the attached Person Specification.
- Have experience of working in an educational setting.
- Enjoy working with children and form good relationships with both children and adults.

We can offer in return:

- A happy and welcoming community-based school where children, parents, staff and visitors feel valued for who they are.
- An inclusive ethos with enthusiastic, motivated and friendly children.
- A strong and welcoming leadership team which is forward thinking, collaborative with shared vision, values and ethos creating a supportive team ethos.
- A supportive local governing body and Trust team who are committed to helping move the academy forward.
- A Leadership team with a strong emphasis on the support and wellbeing of staff.
- Wonderful pupils and parents who support the school in all that it strives to achieve.
- Excellent professional development opportunities across a growing Multi Academy Trust.

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the School Business Manager, Mrs Sally Harmer Tel. 01302 782421.

To apply use the link below: <https://mynewterm.com/>

***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two reference will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***





## Deputy Designated Safeguarding Lead & Inclusion Support

### Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Deputy Designated Safeguarding Lead & Inclusion Support
Reports to (job title):	DSL
Grade and Salary:	Grade 7 Salary: £28,598 - £32,597
Contract Type:	Permanent, Term-time + 3 days

### Job Purpose:

#### Main purpose of the post

- Responsibility for safeguarding children and child protection (including online safety) ensuring that the school is meeting its legal statutory requirements as laid out in Keeping Children Safe in Education 2025.
- To be responsible for liaising with local statutory children's services and agencies and with the key local Safeguarding partners.
- Taking part in discussions and inter agency meetings to contribute to the assessment of children. To manage internal and external referrals.
- To provide support, advice, and guidance to other staff on child welfare, safeguarding and child protection matters.
- To be the Early Help Lead and to attend/lead TAC Meetings.
- To provide Inclusion support for the pupils, working with the pupils, staff and guardians.



## Duties and Responsibilities:

Richmond Hill Primary Academy recognises the importance of this role in keeping children safe and understands that this person should have the appropriate status and authority within the school to carry out the duties of this post.

A Deputy Designated Safeguarding Lead should be trained to the same standard as the Designated Safeguarding Lead and should have the same Job Description.

During term time the lead DSL or deputy should always be available to discuss safeguarding concerns.

### Main Responsibilities

#### Manage referrals

The designated safeguarding lead is expected to:

- Ensure that cases of suspected abuse and neglect are referred to the local authority children's social care as required and support staff who make referrals to local authority children's social care.
- Coordinate and oversee support school when working with a child who has a Child in Need or Child Protection plan in place and ensure that the school is always represented, either in person or by a report, where appropriate.
- Coordinate the early identification of vulnerable children and families and coordinate the development of integrated practice to support the child.
- Support other staff who make referrals to the local authority children social care or support agency.
- Refer cases to the Channel Programme where there is a radicalisation concern.
- Support other staff who make referrals to the Channel Programme.
- Support HR with referral cases where a person is dismissed or has 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.

#### Work with others

The Deputy Designated Safeguarding Lead is expected to:

- Act as a source of support, advice, and expertise for staff.
- Act as a point of contact with safeguarding partners.
- Liaise with Lead DSL and the Principal to inform them of ongoing issues, especially those enquiries under Section 47 of The Children Act 1989 and those involving the police.
- Support the Principal or DSL in handling of allegations against members of staff where appropriate, including working with the LADO and HR.





- Liaise with staff including teachers, support staff, school nurses, IT technicians, mental health leads, and the SENDCo on matters of safety and safeguarding and welfare, including online and digital, in deciding whether to make a referral so that the child's needs are considered holistically.
- Promote supportive engagement with parents and carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with the Lead DSL and other relevant strategic leads, promoting the educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing or have experienced, and identifying the impact that these issues might be having on a child's attendance, engagement, and achievement.
- The deputy designated safeguarding lead should ensure that the school is aware of the children who have or have had a social worker and understands their academic progress and attainment and sets high aspirations for these children.
- The deputy designated safeguarding lead should support the Lead DSL to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential even after the statutory social work intervention has ended.

#### **Inclusion Support**

- Collaborate with colleagues in the assessment of students to support the determination of specific needs / requirements of individuals.
- Participate in the assessment of students to determine specific needs / requirements of Individuals
- Support the development and implementation of individual support plans and strategies
- Provide advice to enable students to make choices about their own learning, including information about opportunities, support mechanisms and organisations available
- May supervise whole classes occasionally during short-term absence of teachers, maintaining good order through the use of PD and keeping students on task.
- Support the monitoring and evaluation of student's responses and progress against action plans through observation and planned recording.
- Contribute to the development of constructive links (communication) with families / carers of students under the direction of senior staff / the class teacher.

#### **Training**

It is expected that the DSL should undergo training to provide them with the knowledge and skills necessary to carry out this role. This training should be updated at least every two years. The DSL should also undertake Prevent awareness training.

In addition to the formal training set out above, DSLs should refresh their knowledge and skills at regular intervals to keep update with developments new to their role. This should allow them to:

- Be fully familiar with the process for providing early help and statutory intervention, including criteria for action and local children's social care referral arrangements.



- Have an up to date working knowledge of how local authorities conduct a child protection conference and a child protection review conference and ensure that school effectively contributes to these when required.
- Be alert to the specific additional needs of vulnerable children including those with SEND, LAC, and young carers in relation to peer on peer abuse online bullying exploitation and radicalisation and other forms of abuse.
- Fully understand the importance of and procedures for data sharing in line with Data Protection Act 2018 with reference to sharing information with other agencies including the three safeguarding partners.
- Be able to understand and support school with the requirements of the Prevent duty and can provide support and advice to staff on protecting children from the risk of radicalisation.
- Be able to understand the unique risks associated with online safety and be confident that they have the relevant up to date knowledge to ensure that children are kept safe in school.
- Link with safeguarding partner arrangements to ensure staff are aware any of training opportunities and the latest local policies.

#### **Raise Awareness**

The Deputy DSL Lead should support the Lead DSL as follows:

- Ensure every member of staff, including volunteers, has access to and is supported to understand the school's policy and procedures in relation to Child Protection. This includes new staff and part time staff and volunteers.
- The schools Child Protection and Safeguarding policies are up to date, reviewed annually, known, and understood and used appropriately by all staff.
- This policy should be available publicly and parents made aware that the school, in cases where abuse is suspected will link with partner agencies to keep children safe.
- Key learning from Serious Case reviews is shared along with any new legislation.
- Governors are briefed on termly basis using the standard school proforma to raise their awareness of safeguarding issues and trends.
- The Section 175 (or equivalent) audit is completed annually and used to create an action plan that is then implemented and shared.
- Opportunities are created to share good practice both within school and through other network meetings.
- That the school curriculum supports safeguarding education in terms of promoting healthy relationships, British values, and online safety and how children can keep themselves safe.
- Ensure that ongoing safeguarding training is delivered to all staff, including both annual updates and regular briefings and that this is relevant to the context and needs of the school.
- Parents are also offered similar opportunities and know how to keep their children safe.
- Ensure a child focused culture of listening to children exists within the school taking into account their wishes acknowledging that approaching staff may be very difficult for some children.
- DSL's should consider appropriate systems to support children in making disclosures.



#### **Information sharing and managing child protection files: CPOMs:**

- The Deputy Designated Safeguarding Lead should understand the importance of information sharing both within school and externally.
- The Deputy Designated Safeguarding Lead is responsible for ensuring that child protection files are up to date, are secure detailed, accurate records of concerns and referrals.
- Information should be kept confidential and stored securely. Concerns and referrals must be kept on CPOMs
- Records on CPOMs should include a clear comprehensive summary of any concerns, details of how the concern was followed upon and resolved as well as any action taken, decisions made and outcomes.
- Files should only be accessed by those who need to see them.
- When a child leaves school, including any in year transfer, any Child Protection must be shared within 5 days of the start of a new term and in a secure manner and a receipt acquired.
- In some cases, this information might be shared prior to child leaving to ensure support is in place.

The Deputy DSL should support the Lead DSL should have an overview of Child Protection recording whether this is in a paper version or electronically and ensure that this is appropriately stored and accessible.

#### **Safeguarding**

- Richmond Hill Primary Academy is committed to keeping children, young people safe. The post holder is responsible for promoting and safeguarding the welfare of children and young people that she/he is responsible for or comes into contact with.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Continue to embed a safeguarding culture within the team, ensuring the child always comes first.

#### **GDPR**

Maintain records in accordance with the school's record retention schedule and data protection law, ensuring GDPR compliance with information security and confidentiality at all times.

#### **Professional Responsibilities**

- Create and maintain positive and supportive relationships with staff, parents, carers, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by the school to assist



them in carrying out any of the above duties.

- To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct and Support Staff Standards.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the school.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with school/Trust policies and abide by them.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

#### **Other**

- Any other duties required by the Principal, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

The Post holder's duties must be carried out in compliance with the Academy's policies and procedures including Child Protection and Safety Policies and the Academy's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.



These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Principal at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**







## Deputy Designated Safeguarding Lead & Inclusion Support Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment / Source of Information
<b>Education and Qualifications</b>			
GCSE English and Maths Grade C or above	X		Application Certificate
Willingness to attend appropriate training courses to fulfil the functions of the job	X		Application Reference
Relevant skills and training for the post		X	Application Reference
<b>Experience</b>			
Experience of managing safeguarding in a school or other relevant organisation	X		Application
Demonstrate evidence of developing and implementing strategies to help children and their families		X	Application
Experience in handling large amounts of sensitive data and upholding the principals of confidentiality	X		Application Interview
Able to establish good collaborative relationships and networks	X		Application
<b>Knowledge, Skills and Abilities</b>			
Effective communication and interpersonal skills	X		Application Reference Interview
Ability to use own initiative	X		Application Interview
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	X		Application Reference Interview
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings and document safeguarding concerns	X		Application Reference Interview





Good organisational skills, ability to manage own workload within tight deadlines	X		Application Reference Interview
Able to work independently and as part of a wider team	X		Application Reference Interview
Ability to maintain information securely	X		Application Reference Interview
Ability to collate statistical data and present both orally and in written reports.		X	Application Reference Interview
Being flexible and able to deal with challenging situations	X		Application Reference Interview
Being enthusiastic and energetic to work as part of a team	X		Application Reference Interview
<b>Safeguarding</b>			
Level 3 Safeguarding Trained		X	Application Reference Interview
<b>GDPR</b>			
Keeping sensitive information confidential in-line with the school's GDPR Policies		X	Application Reference Interview

