



Astrea Academy Trust

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Role Profile

Deputy Designated
Safeguarding Lead

Astrea Academy
Netherwood

ROLE SPECIFICATION

Academy / Department	Astrea Academy Netherwood
Post title	Deputy Designated Safeguarding Lead
Responsible to	Designated Safeguarding Lead
Full time Salary	£35,608 - £37,730
Pro-Rata Actual Salary	£31,000 - £32,847
Working Pattern	Term time plus 5 Training days – 39 weeks
Pension	Local Government Pension
Working Hours	37hrs per week
Line Management Responsibility	No

ROLE SUMMARY

The Deputy Designated Safeguarding Lead is required to support the Designated Safeguarding Lead to deliver effective safeguarding procedures, child protection and online safety procedures across the Academy, with the aim of ensuring the safeguarding and welfare of our scholars is the clear priority.

The purpose of the role is to support the DSL in their leadership of safeguarding, in order to create a strong culture of safeguarding across the Academy. The DDSL will represent the ethos, values, and approach of the Academy to scholars, parents, and staff.

With this as a starting point, the Academy can offer our scholars, staff and communities the safe, happy, and thriving education setting they deserve.

KEY RESPONSIBILITIES

- ★ ★ Support the Designated Safeguarding Lead, deputizing for them as required. Acting in the role of the DDSL as outlined in [Keeping Children Safe in Education](#).
- ★ ★ Support the DSL in developing and maintaining a strong culture of safeguarding across the Academy.
- ★ ★ Support the DSL in to develop, implement, and supervise appropriate responses to safeguarding and child protection concerns.
- ★ ★ Establish and maintain effective working partnerships with other agencies and individuals, to increase understanding and awareness of scholar needs.
- ★ ★ Encourage a culture of listening to children and taking account of their wishes and feelings in all circumstances which concern them.
- ★ ★ Make effective use of CPOMS online recording and monitoring system, keeping detailed, accurate records of any safeguarding concerns and subsequent action taken. Quality assure the records made by all members of staff, through regular review of incidents within the CPOMS system.
- ★ ★ Form appropriate working relationships whilst maintaining personal boundaries with children and young people.
- ★ ★ To contribute to and participate in internal cross-function information sharing and collaborative working practices to ensure children's needs are considered and supported holistically.

- ★ Identify need and develop appropriate strategies, options, and alternatives to overcoming barriers to learning in conjunction with Academy staff, external agencies and parents or carers.
- ★ To ensure effective and rapid transfer of information within and across educational establishments.
- ★ Work in collaboration with the Attendance Team to identify and refer Children Missing in Education.
- ★ Develop and maintain contact with the families/ carers and professionals to share information about the scholar's needs and progress and identify and secure positive family support.
- ★ Champion a multi-agency approach to meet the needs of young people and their families.
- ★ Refer cases of suspected abuse to Local Authority Social Care teams as required.
- ★ Refer cases to the local channel programme where there are concerns regarding radicalisation/prevent as required.
- ★ Attend and participate in meetings as required, before and after the Academy day.
- ★ The post holder will be subject to performance objectives agreed and reviewed annually with the DSL
- ★ The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal or DSL.
- ★ The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

TRAINING

- ★ To undertake the required Local Authority safeguarding training including the Prevent Duty, in timely manner.
- ★ Support the DSL in to ensure all staff receive the necessary safeguarding/ child protection training and there are regular updates.
- ★ Support the DSL into evidence staff understanding of safeguarding issues and processes through appropriate assessments, filling identified gaps in knowledge where necessary.
- ★ Ensure each member of staff has access to and understands the Academy's safeguarding and child protection policy and procedures including new staff, part-time staff, agency, volunteers and LECC members.
- ★ Support the DSL to ensure all staff are alerted to the specific needs of any vulnerable child through appropriate information sharing.
- ★ To attend all Trust Central Safeguarding networks, briefings, and training sessions.
- ★ Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.

General Information and Working Arrangements

- ★ The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to

them by the Senior Leadership Team.

- ★ To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ★ To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Up to date Designated Safeguarding Lead Training	•	
Evidence of further qualifications towards the post	•	
Level 3 or equivalent qualification		•
Experience and Knowledge		
Experience in safeguarding in education policies, practices, and procedures.	•	
Experience in managing disclosures and allegations of a safeguarding nature	•	
Experience working within or with an education setting.	•	
Experience of working with multi-agency safeguarding agencies - reporting concerns, disclosures, allegations.	•	
Support the DSL to ensure all staff are alerted to the specific needs of any vulnerable child through appropriate information sharing	•	
Understand the importance of inclusion and ability to ensure that all staff adopt inclusive practices.		•
Professional Skills		
A working Knowledge of Keeping Children Safe in Education, Working Together to Safeguarding Children and other key legislation and guidance documents	•	
Excellent communication, presentation, and ICT skills	•	
Ability to build and maintain positive working relationships with professionals and families	•	
Ability to make effective use of attendance, safeguarding, behavior and attainment data.		•

Full driving license (including Category D)	•	
Demonstratable experience in the development of strategies for managing disengagement and poor attendance		•
Ability to make effective use of attendance, safeguarding, behaviour and attainment data to drive action planning.		•
Demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with role	•	
Successful and demonstrable experience of dealing with a range of pastoral issues positively		•
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
A willingness to take part in training and development opportunities as required	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org