



Operational DSL

Applicant Pack

Closing date:
22nd May 2026 (9am)

Interview date:
1st June 2026



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Operational DSL
School Base:	Pool Academy
Closing Date:	22/05/26 (9am)
Interview Date:	01/06/26
Vacancy Start Date:	Date
Contract Type:	Permanent
Salary:	£17.46 - £19.61ph (39 weeks + 14 days - to be confirmed at interview)



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The Operational Designated Safeguarding Lead serves as the front-line lead for day-to-day safeguarding operations within the school. Working in close collaboration with the SLT and DSL, the post holder provides comprehensive, confidential services focused on Child Protection, general safeguarding, and admissions, to ensure all children are safeguarded.

Beyond daily casework, this role is pivotal in managing student transitions—specifically supporting KS2 to KS3—to ensure that vulnerable students, including those with Child Protection Plans or Children in Need status, receive seamless support and that all legal mandates are met.

The Operational DSL acts as a primary bridge between the school, families, and external agencies, ensuring that safeguarding provision is not just a policy, but a proactive service that improves outcomes for every young person.



What you will be doing

Build Knowledge

- Maintain expert-level knowledge of KCSIE, Prevent duty, and FGM through mandatory training (at least every 2 years) and annual skills refreshers.
- Develop a deep understanding of local authority child protection case conferences and the Data Protection Act 2018/UK GDPR
- Identify how safeguarding issues (abuse, neglect, or social worker involvement) specifically impact student attendance, engagement, and academic achievement.
- Understand the assessment process for early help and intervention, as well as safer recruitment Best Practice.

Build Trust

- Act as a source of support, advice and expertise for all staff.
- Foster a culture of listening to children and taking account of their wishes and feelings, among all staff.
- Build trusted relationships which facilitate communication, understanding the difficulties children may have in approaching staff.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children.
- Provide the main point of contact for the school nursing team.
- Act as one of the primary points of contact with the safeguarding partners, school nursing teams, and mental health leads to ensure a holistic approach to student welfare.
- Model best practices in confidentiality, ensuring sensitive information is handled with the highest level of integrity.



What you will be doing

Prioritisation

- Oversee all day to day safeguarding issues and provide comprehensive and confidential services around Child Protection.
- Recognise signs of abuse and take immediate action. Refer cases of suspected neglect, radicalisation, or criminal activity to the appropriate authorities (Social Care, Police, Channel, or DBS)
- Ensure all "Children in Need" and students with Child Protection Plans are prioritised for appropriate support and legal compliance.
- Attend and contribute to child protection case conferences effectively when required to do so.
- Identify the impact that safeguarding issues might be having on children's attendance, engagement and achievement at school.

Clarity and Energy

- Ensure the Child Protection Policy is accessible, understood, and implemented by all staff.
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- Support and provide CPD for Pastoral staff on best practices including the use of safeguarding information management systems and day to day safeguarding.
- Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates.
- Inform the Principal of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989.
- Lead on the administration of safeguarding information management systems used in the school.
- Work with the governing board to ensure the child protection policy is reviewed annually and provide safeguarding reports.
- Help promote educational outcomes by sharing information with teachers and school leadership staff.



What you will be doing

Follow Up

- Maintain up-to-date, secure, and accurate child protection files. Ensure every concern includes a clear summary, follow-up actions, and a final resolution.
- Ensure all actions from meetings are carried out and monitored.
- Ensure the safeguarding tracker is kept up to date including information of CiC admin and PLAC on role.
- Ensure child protection files are securely transferred to the new school as soon as possible when children leave.
- Monitor the single central record and ensure it complies with all relevant legislation.
- Liaise with the Virtual Schools for CiC ensuring PEP meetings are completed in a timely manner.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

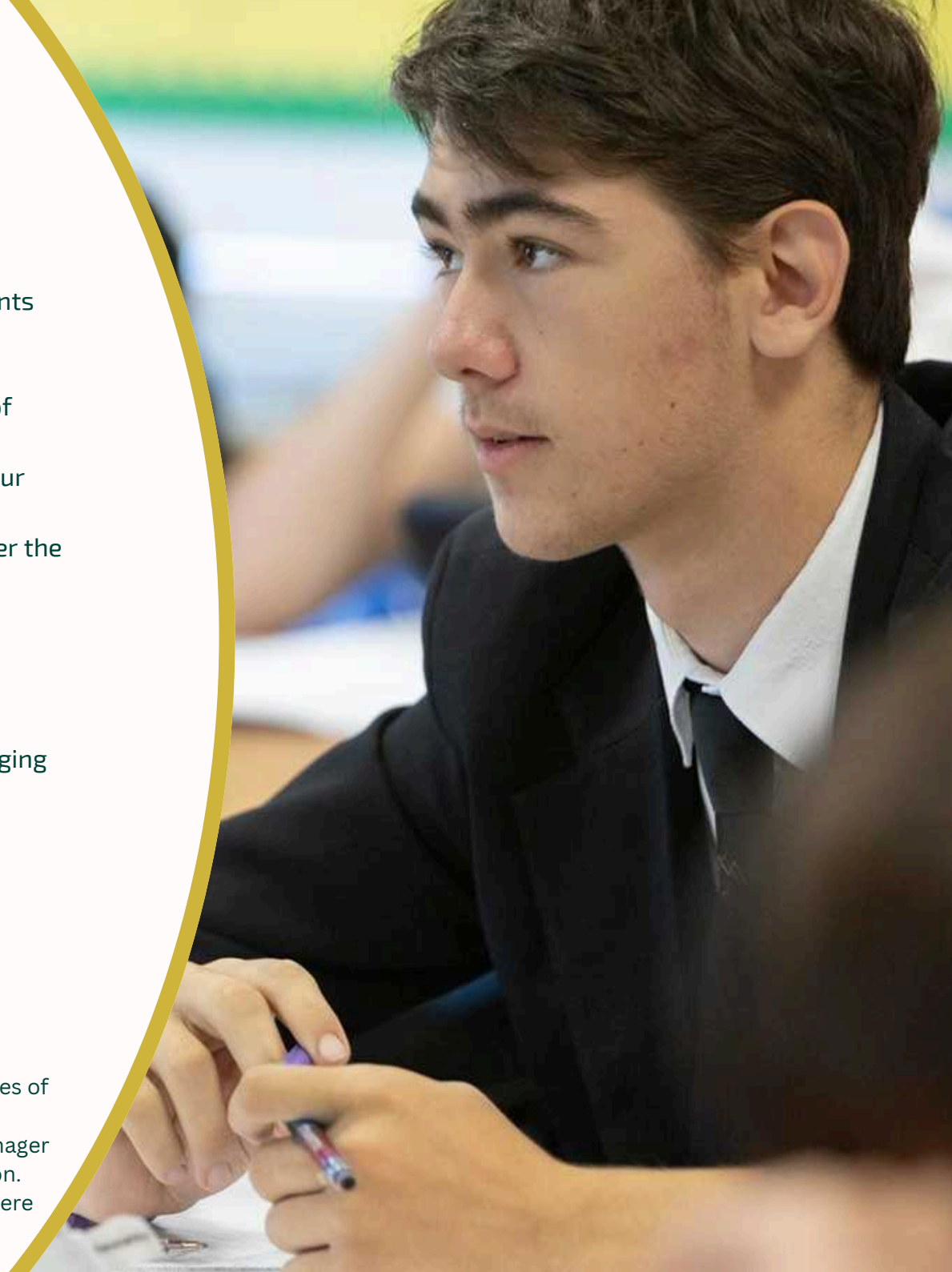
Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- Must have excellent levels of literacy and numeracy (GCSE grade A-C/ 5-9 or equivalent).
- Safeguarding training to Level 3 or equivalent (or willingness to undertake on appointment).

Experience & Skills

- Experience working with children and young people, preferably in a school or pastoral role.
- Understanding of safeguarding legislation, including Keeping Children Safe in Education (KCSIE).
- Ability to deal with sensitive situations calmly and professionally.
- Excellent organisational and communication skills as well as good IT skills.

Desirable

- Experience supporting child protection casework or working with external agencies.
- Familiarity with safeguarding recording systems (e.g. CPOMS or myconcern).
- Knowledge of contextual safeguarding and SEND.

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.