

Job Description:

Safeguarding DDSL Pastoral Support Assistant



JOB DESCRIPTION:	Safeguarding DDSL Pastoral Support Assistant
RESPONSIBLE TO:	Headteacher/ Deputy Headteacher
JOB PURPOSE:	<p>To be the operational Deputy Safeguarding Lead for the school, a trained Designated Safeguarding Lead and work closely and report to the Senior Leadership Team of the school.</p> <p>To lead on, and manage, the development of the whole school pastoral care, guidance and support plan in order to achieve the school's mission of excellence and ensure the continuous progress and development of students.</p> <p>To provide a comprehensive coverage of daily operations including welfare, safety and oversight of pastoral care including punctuality, attendance, behaviour and achievement.</p> <p>To offer support to students for the mental and physical welfare, encouraging positive attitudes and behaviour around the school.</p> <p>As Safeguarding DDSL Pastoral Support Assistant you will play a vital role in the running of systems that provide care, behavioural, social and emotional support for students.</p> <p>As an employee of QUEST, staff may be required to work at any school within the Trust.</p>
LIAISING WITH:	DSL, Headteacher, Senior Leaders, Inclusion team, Pupils/students, teachers, parents/carers, visitors to the school, LADO, Agencies, Local Authority, Police and other outside agencies.
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff, children and students to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

- To oversee the school pastoral care function in order to achieve the aims and objectives which are relevant to the needs of the school and students.
- To develop and implement appropriate strategies for the pastoral care function within the school and to contribute to the whole school development plan and improvement strategies and processes.
- To be responsible for the management, operation and deployment of the pastoral support team.
- To lead on the development and implementation of relevant school policies and procedures in relation the pastoral care function.
- To ensure the highest professional standards are maintained within the Pastoral Support Team in communication with parents and outside agencies.
- To work with other members of the Extended Leadership Team to formulate aims, objectives and strategic plans for the pastoral area.
- To be responsible for the monitoring, analysis, implementation and evaluation of appropriate strategies for all aspects of student pastoral care
- Communicate the Trust and school vision compellingly and support leadership with pastoral, behaviour and attendance
- Build positive relationships with all members of the school community, showing positive attitudes to them
- To take a strategic lead in areas regarding community relations
- To mentor and supervise students when required, including social times
- To contribute to the development of effective links with partner schools, businesses and the community attending where necessary liaison events in school, partner schools and the wider community and communicate effectively with them
- To develop, implement and maintain appropriate information and recording systems to provide management reports as required
- To ensure that the principles of care, guidance and support are there to impact on pupil/student attainment
- Implement school Care and Guidance procedures and to ensure adherence to those as delegated by the Headteacher / DHT
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- Encourage a culture of listening to children among all staff, ensuring that children's/young people's feelings are heard where the school puts measures in place to protect them
- To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

Safeguarding

- To be the first point of contact for staff members for all Safeguarding concerns and act as a source of support, expertise and advice to staff
- To initiate and coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions, liaising with school staff.
- To work with the Senior Leaders, in developing, co-ordinate and delivering training to school staff, including induction and refresher training and updating relevant policies, procedures and guidance as necessary.
- To respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- To pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- To work with class teachers, staff and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with a formal plan (Child protection or CiN or are LAC)
- To report to the Schools Designated Safeguarding Lead (Principal) on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.
- Support staff who make referrals to local authority children's social care.

- Support staff who make referrals to the Channel programme.
- To have overall responsibility for keeping detailed, accurate and secure written child protection documentation
- Encourage good practice by promoting and championing the school's safeguarding and child protection policy and procedures and ensure staff can access and understand the policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child and provide alerts to the Designated Safeguarding Lead (DSL) (Principal) when these happen.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable pupils' welfare.
- Act as lead professional and coordinate meetings, when appropriate
- Ensure that vulnerable pupils who are victims of abuse and maltreatment are supported appropriately and sensitively and that all agreed actions are successfully carried out and monitored
- Collate and produce statistical and other information for the Board and the Local Safeguarding Children's Board with regards to safeguarding and child protection.
- Attend and participate in Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required
- Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
- Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.
- Complete Trust Safeguarding/pastoral reports for LAC and Board in line with the schedule
- To meet with the Trust Safeguarding Lead on a regular basis and participate in practice audits.

Accountabilities

- Assist in the planning and coordination of events to promote student and staff wellbeing across the school.
- Provide guidance and advice to pupils/students on educational and social matters, including information about sources of more expert advice on specific questions, making relevant records and reports
- Make records of and reports on the personal and social needs of pupils/students
- To ensure the highest professional standards are maintained within the Pastoral Support Team in communication with parents and outside agencies.
- Contribute to relevant school policies (e.g. Safeguarding, Behaviour, Relationship Education, Anti Bullying etc.) and strategic planning as required.
- Prepare, monitor and update annual pastoral plans in consultation with colleagues.
- See safeguarding section.

DDSL Summary

- To be given the time, funding, training, resources, status, support and authority within the school to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children;
- To support the DSL to promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- To be available for staff to discuss any safeguarding concerns during term time and to support the DSL, if necessary, the arrangement of adequate and appropriate cover for out of hours/out of term time activities.
- Support the DSL to address all identified training needs relating to safeguarding.

- In agreement with the Headteacher, to deputise in the absence of the DSL.

DDSL Key Responsibilities

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support teachers to fulfil their statutory duties of referring all confirmed cases of female genital mutilation performed on a pupil to the police, as per legal requirements and keeping records of these referrals and subsequent actions.
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the police where a crime may have been committed
- Undertaking early help assessments for identified pupils and their families, and acting as lead professional where appropriate;
- Maintaining accurate and organised records of all welfare and child protection concerns brought to the attention of the school by staff, members of the public or other professionals;
- As required, liaising with the Deputy CEO, Safeguarding & Family Liaison Lead (SFL), Executive Headteacher/Headteacher/Head of School in respect of police investigations or investigations under Section 47 Children Act 1989 which involve the school;
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies;
- Supporting any referrals to the Local Authority under 'Children Missing in Education' requirement

Support the DSL by Raising Awareness

- In liaison with the LGB, ensure the school's safeguarding/child protection policy and its implementation is reviewed at least annually, is up to date, and is in line with the Trust's policy;
- Ensure the safeguarding/child protection policy and any other statutory documents are available publicly, and are confirmed to be read and understood by all staff;
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care, and the school's role in this;
- Maintain links with the local Safeguarding Children Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding;
- Share information about the welfare, safeguarding and child protection issues that children are experiencing, or have experienced with key adults within the school.
- Where children leave the school ensure their child protection file is transferred to the new school as soon as possible, transferred separately from the main pupil file, and taking responsibility for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school. In addition to the child protection file, the deputy designated safeguarding lead with the designated safeguarding lead, should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving.

Support the DSL by Preventing Radicalisation

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015), the DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;
- Co-ordinating Prevent Duty procedures in the school, including creating a school specific Prevent risk assessment, and updating it regularly in light of statutory updates and/or local events;
- Undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training.
- Undergoing appropriate training on the Channel programme.
- Assessing the training needs of all school staff in relation to the Prevent Duty, and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers.
- Maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees, and keeping records of staff training;
- Monitoring the creation, confidentiality and storage of records in relation to the Prevent Duty;
- Liaising with local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty.

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the Headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
- Liaise with the designated safeguarding lead, case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's/student's needs are considered holistically
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children/students, including where families may be facing challenging circumstances
- Work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's/student's attendance, engagement and achievement at school
 - The above includes:
 - Ensuring the school knows which children/students have or have had a social worker, understood their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 - Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children/students reach their full potential
 - Ensure the schools MIS system is up to date and relevant information is stored accurately

Managing the child protection file

- Ensure child protection files are kept up to date

- Keep information confidential and store it securely
- Make sure records include:
 - A clear and comprehensive summary of the concern
 - Details of how the concern was followed up and resolved
 - A note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children/students leave the school (including in year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the Trust Safeguarding Lead and/or Local Governing Body to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- Undertaken relevant training
- Be committed to continuing professional learning

Audits, evidence and reporting

- Support the DSL to create and maintain files of safeguarding evidence, including to support Ofsted inspections;
- Contributing towards and/or providing regular safeguarding reports to the Deputy CEO, Safeguarding & Family Liaison Lead (SFLL), Executive Headteacher/Headteacher/Head of School/DSL and LGB;

- Working with the DSL and nominated Safeguarding Governor to complete the Local Authority safeguarding audit, as required.

Pupil Outcomes

- Maintain a culture of high aspirations for all pupils who are currently experiencing, or have previously experienced welfare, safeguarding and child protection issues.
- Support all staff to identify the challenges that pupils in this group might face and the additional academic support and interventions required to best support these children;
- In the absence of the DSL, attend persistent absence panels and/or supporting effective liaison with the school's attendance lead & educational welfare to ensure good attendance at school;
- Support the DSL to monitor the academic progress of pupils in need, contributing to reviews of individual pupil progress, sharing feedback from agencies/professionals who are working with the pupil/family and supporting and informing any academic-based interventions;
- Support the DSL to create an overview of how the curriculum teaches key themes of safety (including online safety and anti-bullying), and contributing towards the capture of Pupil Voice about safety at school.

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of children/students

- Encourage a culture of listening to children/students and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children/students may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals
- Ensure the schools MIS is secure, accurate and up to date

Other areas of responsibility

The postholder will be required to safeguard and promote the welfare of children and young people and follow school and Trust policies and the staff code of conduct.

During term time, the DDSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video call in exceptional circumstances.

Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

Carry out any such duties as may be reasonably required by the Headteacher.

Embody the Trust's values, standards and expectations; be an exemplary role model to all

Promoting equality and diversity as part of the culture of the organisation.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.

To carry out the duties in accordance with the aims and values of the schools and the Trust and in such a manner as to enhance the good reputation of the schools and the Trust including participation in school events

Uphold the Trust's digital strategy

Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with QUEST expectations.

To commit to the specified number of hours of professional development each year and have driven and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

To perform duties in accordance with the Trust's Equal Opportunities Policy.

Professional conduct

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk-free environment for students, staff and visitors.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Person specification:

Safeguarding DDSL Pastoral Support Assistant

CRITERIA	QUALITIES
Qualifications and training	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Currently qualified/or working towards a Deputy Safeguarding Lead or held a previously accredited safeguarding qualification. • Relevant NVQ Level 4 qualification or equivalent level of experience • Safeguarding training – multi agency working. • A full Enhanced Disclosure with Child Barred List check from the Disclosure and Barring Service (DBS) • Prevent <p>DESIRABLE</p> <ul style="list-style-type: none"> • Additional qualifications as evidence of supporting children and/ or their families with additional needs. • Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales
Experience	<ul style="list-style-type: none"> • Evidence of experience of working with children and families in difficulty and crisis • Experience of working with young people aged 11 – 18 in a voluntary or other professional capacity • Experience and understanding of ‘Keeping Children Safe in Education’ within a school setting • Experience of multi-agency working including childcare, health and social care • Experience of Safeguarding procedures • Working as part of a team • Demonstrable experience of working in a role within a school or other organisation that deals with children and young adults. • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality

Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of children • Awareness of local and national agencies that provide support for children and their families • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns • Good IT skills, including previous use of safeguarding software / MIS • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children • Commitment to upholding and promoting the ethos and values of the school • Integrity, honesty and fairness • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to equality

To show commitment to sustain excellent attendance at work

Legally entitled to work in the UK

Notes:

This job description may be amended at any time in consultation with the postholder.