



Astrea Academy Trust

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# Role Profile

Deputy Designated  
Safeguarding Lead

Longsands Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Longsands Academy
<b>Post title</b>	Deputy Designated Safeguarding Lead
<b>Responsible to</b>	Designated Safeguarding Lead
<b>Full time Salary</b>	£34,470 - £36,524 FTE
<b>Pro-Rata Actual Salary</b>	£29,565 - £31,326
<b>Working Pattern</b>	Full Time, Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Working Hours</b>	37hrs per week
<b>Line Management Responsibility</b>	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 students 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 students, parents, and staff.

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

## **KEY RESPONSIBILITIES**

- ★ Support the Designated Safeguarding Lead, deputising 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 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 student needs
- ★ Encourage a culture of listening to children and taking account their wishes and feelings in all circumstances which concern them
- ★ Effective use of CPOMS online recording and monitoring system, keeping detailed, accurate CPOMS 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
- ★ Contribute to and participate in internal cross-function information sharing and collaborative working practices to ensure children's needs are considered and supported holistically
- ★ Ensure effective and rapid transfer of information within and across

educational establishments.

- ★ Develop and maintain contact with the families/ carers and professionals to share information about the student's needs and progress and identify and secure positive family support
- ★ 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 Designated Safeguarding Lead

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Up to date Designated Safeguarding Lead Training	•	
Evidence of further qualifications towards the post	•	
Level 3 or equivalent qualification		•
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 to ensure all staff are alerted to the specific needs of any vulnerable child through appropriate information sharing	•	
To attend all Astrea Academy Trust Safeguarding networks, briefings, and training sessions	•	
All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role	•	
<b>Professional Skills</b>		
Experience in safeguarding in education policies, practices, and procedures	•	
A Working Knowledge of Keeping Children Safe in Education, Working Together to Safeguarding Children and other key legislation and guidance documents	•	
Experience in managing disclosures and allegations of a safeguarding nature	•	
Experience working within or with an education setting	•	
Excellent communication, presentation, and ICT skills	•	
Ability to build and maintain positive working relationships with professionals and families	•	
Full driving license (including Category D)	•	

Experience of working in or with safeguarding agencies such as Children's Social Care or the Early Help Service including preparing for and attending multi-agency meetings.		•
Experience in managing disclosures and allegations of a safeguarding nature		•
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.		•
Successful and demonstrable experience of dealing with a range of pastoral issues positively		•
<b>Personal Qualities</b>		
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	•	
Ability to command credibility and respect	•	
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](mailto:recruitment@astreaacademytrust.org)