



<b>Job Title</b>	<b>Designated Safeguarding Lead (non-teaching)</b>
<b>Grade/Salary</b>	<b>Scale 7 to 8, point 19 to 28</b> <b>Actual Salary £32,790 – £39,881 plus fringe allowance, per annum</b> <b>depending on experience 52 weeks per year</b>
<b>Hours</b>	<b>37 hours per week.</b> <b>Monday to Thursday 08.00am to 4.00pm. Friday 08.00am to 3.30pm.</b>
<b>Date Required</b>	<b>Immediate Start</b>
<b>Closing Date</b>	<b>6<sup>th</sup> May 2026 @ Midday</b>
<b>Interview Date</b>	<b>Immediately on receipt of suitable applications</b>
<b>Reporting To</b>	<b>Senior Assistant Headteacher – Inclusion &amp; Safeguarding</b>

### **Overall Responsibility:**

To lead the operational aspects of safeguarding, including but not exclusive to providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of students.

### **Main Duties:**

#### **Safeguarding**

- Act as the school's Designated Safeguarding Lead and lead on all matters relating to Safeguarding, Child Protection and Online Safety as outlined in the School's Safeguarding Policies and KCSIE including being on call during periods of school closure.
- Support the team of Deputy Designated Safeguarding Leads and pastoral staff, hosting multiple DSL meetings each term to ensure the safe care of all students.
- Manage referrals as outlined in KCSIE and work effectively with safeguarding partners, attending relevant professional meetings where required.
- Liaise with the Headteacher to inform of issues, especially ongoing enquiries for Child Protection and Child in Need.
- Oversee care of students receiving Early Help, Targeted Help and Specialist care.
- Encourage a culture of listening to 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.
- Act as a source of support, advice, and expertise for all staff on safeguarding matters.
- Lead staff INSET on all matters pertaining to Safeguarding and Child Protection.
- Ensure each member of staff has access to and understands the school's safeguarding policy and procedures.
- Be responsible for the effective management of child protection files, ensuring they are kept confidential, stored securely, and shared as instructed in KCSIE.
- Report to the Governors on a regular basis on Safeguarding matters, as well as work with the Governor responsible for safeguarding to review safeguarding practice in the school.
- Manage and monitor the school's Safeguarding and pastoral system, currently MyConcern along with the DSL email inbox.
- Support with the triage of SENSO alerts to ensure online safeguarding for students and staff and the successful implementation of the published standards for 'Filtering and Monitoring' in KSCIE.
- Complete the regular Local Authority audit of safeguarding practice.



- Develop strategies for support of individual students; continue to monitor and manage these as appropriate.
- Build strong relationships with students and parents, liaising with SLT to communicate on safeguarding issues.
- Liaise with the Headteacher, Deputy Headteacher and LADO for child protection concerns in cases which concern a staff member.
- Support the Headteacher with managing low level concerns.

### **Compliance**

- Lead in the drafting and updating of relevant safeguarding policies.
- Support any commissioned school, Trust or external safeguarding reviews and implementation of identified next steps.
- To monitor and review the implementation of the relevant policies, documentation and procedures to ensure they are adhered to and that they remain current and fit for purpose.
- Ensure effective working practice is followed including safeguarding and adhere to all School policies and procedures

### **Training & Continuing Professional Development**

- Deliver annual safeguarding training and updates to staff, volunteers, coaches, etc. and ensure all staff have carried out relevant training in line with KCSIE.
- Deliver new-starter safeguarding training to joining staff, volunteers, coaches, etc.
- Attend training events such as DSL training, conferences, etc. as required by the school.
- Regularly review own practice, set personal development targets, as part of the annual performance review process with his/her line manager.
- Keep up to date with the latest developments in issues affecting young people, including safeguarding. Ensure training is kept up to date, completing DSL training every two years.
- Reflect and review, as part of the Pastoral team, upon department processes, with a continuous eye for improvement in the pastoral care and safeguarding of the students.
- Reappraising professional performance, keep up to date with safeguarding requirements and best practice.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

### **Health & Safety**

- Working within the School's Health and Safety Policy to ensure a safe environment for the students, their parents and carers, and any visitors to the school.

### **Pastoral and Wellbeing**

- As part of the pastoral team, the DSL should help monitor and support all aspects of pastoral care delivery and safeguarding of the students within the school, including behaviour and attendance.
- Support with home visits to families to verify students are 'safe and well' for purposes of those missing education (CMIE) and/or to carry out discussion/assessments to provide on-going support for safeguarding purposes.
- To be sensitive to the needs of all students.
- Promote positive values, attitudes, and good behaviour of students.



- Promote positive professional relationships within the team.

### **General**

- Communicate clearly and proactively with parents.
- Work as part of the Pastoral team and take on additional responsibilities as required.
- Attend regular Team meetings and any ad hoc working parties as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all school policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Senior Assistant Headteacher or Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the school's policies and procedures.

### **About the School**

Our school is a strong, caring community with an ethos based on our three core values; supporting to students to achieve; providing opportunities for enrichment in order to extend students' education within and beyond the classroom; preparing students for the wider world and life beyond school with key life skills and learning relevant to their life, both in the present and in the future.

We have high expectations of all members of our school community, with aspirations for everyone to be the best they can be, in all that they do. Visitors to the school regularly comment on the calm and welcoming environment; we very much look forward to welcoming your child to our school.

Our OFSTED inspection in October 2024 validated the impact of the significant work that has taken place to develop the character and culture of the school. Inspectors commented that students articulated that they felt happy, safe and that diversity is valued. It was noted that "pupils, staff and parents and carers agree that this school has improved since the previous inspection" and this is further evidenced through the Parent View responses, with 83% of responses recommending the school, an increase from 46% just under two years ago.





There is further evidence to support the impact of these positive changes including Local Authority reviews and student and parent voice, alongside a significant reduction in the number of fixed term suspensions. Attendance has also improved with data in line with the national figures for 2023-24 and a marked reduction in persistent absenteeism.

Teaching & learning across the school has shown increased consistency following the introduction of the Teaching and Learning toolkit but there is further work to be done around assessment for learning and adaptive teaching to ensure that students make more progress than is currently the case.

We are delighted that given the rapid improvements made, the inspection team have full confidence in the school having the capacity to improve further the effectiveness of teaching that pupils experience.

Early Career Teachers undertake a fully inclusive and supportive induction programme and are mentored continually throughout their term of training to ensure guidance is on hand at all times. This is complemented by the robust two-year Early Career Framework programme.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and 2 satisfactory references.

### **About the Trust**

We are a successful Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

### **Additional Benefits**

As a valued member of our team, you will be entitled to the following benefits (**\*Subject to eligibility criteria**)

- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite flu vaccination programme
- Discounted Tastecard subscription
- A Wellbeing week every term (this includes no afterschool meetings)





### How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/Vacancies/>

Please note, we reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date

If you have any questions, please do not hesitate to contact Naz Choudhury, HR Assistant by email to [recruitment@bromfords.essex.sch.uk](mailto:recruitment@bromfords.essex.sch.uk)

We look forward to hearing from you.





Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>Supportive reference/s</li> <li>Well-structured supporting letter</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Trained DSL with relevant experience</li> <li>Maths and English GCSE minimum Grade 4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Experience of training staff to DSL status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with a multi-agency teams in a secondary school education setting</li> <li>Experience with working with children across Key Stage 3 and 4</li> <li>Up-to-date knowledge and experience of Child Protection, Safeguarding, Equality, Inclusion &amp; Diversity, Radicalisation and Extremism.</li> <li>Knowledge and the concept of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children across Key Stage 5</li> <li>Experience of working in a pastoral care role within a school environment</li> <li>Experience of working with LA policies and procedures</li> <li>Sound knowledge of SEND Code of Practice</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to use language and other communication skills that parent/carers student and staff members can understand and related to</li> <li>Able to work closely with other adults offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students</li> <li>Skilled at making and sustaining positive relationships with children.</li> <li>Empathy and compassion for vulnerable individuals and an understanding of their needs</li> <li>Willingness to undergo further training and development</li> </ul>	<ul style="list-style-type: none"> <li>Strategic and creative thinker with the skills, abilities and passion to enable young people to flourish.</li> <li>Confidence in sharing ideas and initiatives</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>Caring attitude towards students and parents</li> <li>A good health and attendance record</li> <li>Emotional stability, can cope with pressure and use humour to good effect</li> </ul>	<ul style="list-style-type: none"> <li>Ambition to progress further in due course</li> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>Interests beyond teaching/school</li> <li>Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community</li> <li>Ability to initiate and manage change with successful outcomes</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work hard under pressure</li> <li>Ability to priorities and meet deadlines</li> <li>Positive and enthusiastic approach to work</li> <li>Commitment to contribute to the wider life of the school</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• Good attendance and punctuality record</li><li>• Ability to work as part of the team and on own initiative</li><li>• Flexible and adaptable change</li><li>• Resilience in challenging circumstances</li></ul> |  |
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