

JOHN COLET SCHOOL

JOB DESCRIPTION

POST: OPERATIONAL SAFEGUARDING OFFICER (Deputy Designated Safeguarding Lead)

GRADE: Range 5

PATTERN: 37 Hours a week. Total of 38 weeks + 2

RESPONSIBLE TO: DESIGNATED SAFEGUARDING LEAD

The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Main duties are as follows:

- To be the Designated Safeguarding Lead (DSL) for Child Protection with day to day responsibility for all aspects of Child Protection, including managing disclosures, direct working with students and parents/carers and external agencies.
- Triaging MyConcern and Smoothwall reports and prioritising as and when necessary.
- To attend all necessary training to undertake the role of DSL.
- To be a qualified trainer for Child Protection to staff in school
- To deliver training to staff as directed by your Line Manager.
- To attend all necessary meetings in the capacity of DSL.
- To maintain all necessary paperwork in a confidential manner.
- Update MyConcern reports with relevant files and minutes of meetings.
- To attend external safeguarding meetings.
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- To work with the DSL to provide vital safeguarding information for the governing body
- To actively keep abreast of updates to safeguarding legislation and training and support the DSL in disseminating this to staff
- To liaise with key members of the Pastoral Team regarding students on Child Protection or Child in Need plans when reviewing attendance, behaviour or progress for conferences.
- To undertake other roles as directed by the Headteacher.

In addition:

- To deal with all matters confidentially.
- To undertake other work of an appropriate nature and in the interests of the School as directed by the Line Manager.
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School. This may include occasional home or community visits
- To participate in the School's professional Growth programme.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To liaise with the School Counsellor to support students with child protection concerns who need counselling.

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 Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

March 2026