



Orbis
Education
Trust



Kingsthorpe
College



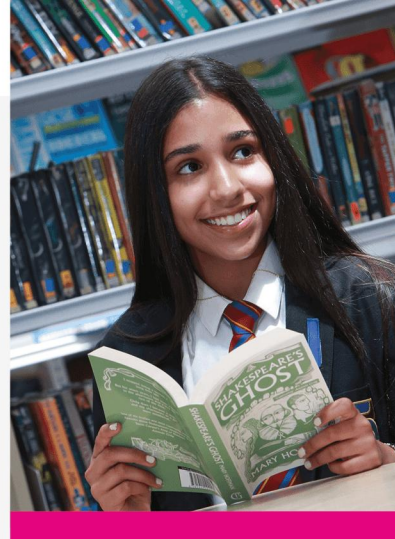
Kingsthorpe College

Orbis Education Trust

Deputy Designated Safeguarding Lead

RECRUITMENT PACK

September 2026



About Orbis Education Trust

Orbis Education Trust was founded in September 2021 and comprises of:

- ✓ **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).
- ✓ **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).
- ✓ **Hunsbury Park Primary School**, 4 – 11 years of age, 351 pupils (Ofsted rating – Good, September 2022).
- ✓ A fourth school is joining the Orbis family; **Hanwood Park School**, 900 place secondary school.

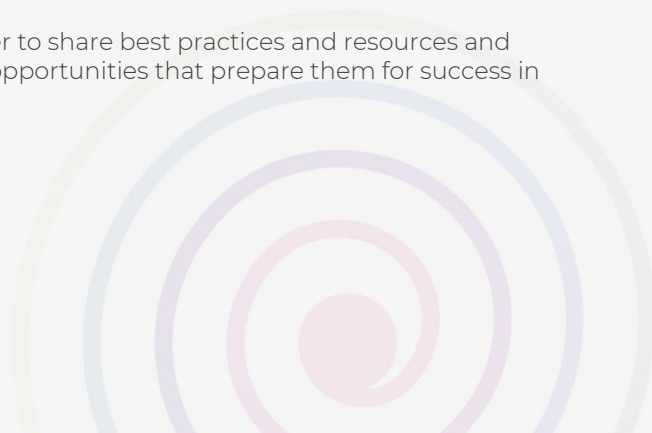
Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills. In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a Trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

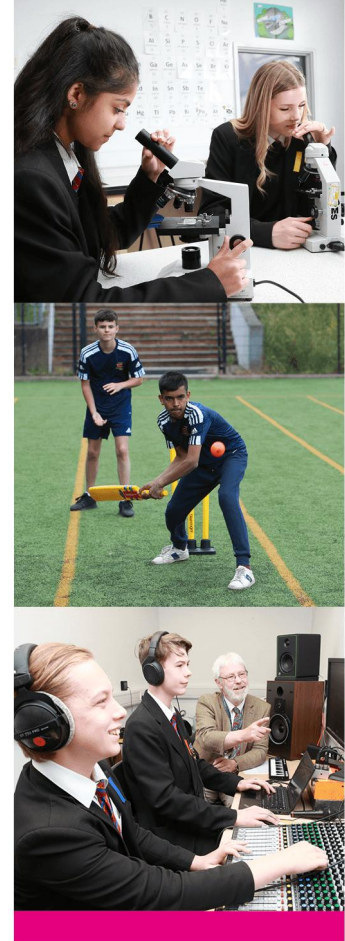


Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.



Staff Benefits



- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension; [LGPS promotion toolkit](#);
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;



Job Details

POST OF:

Deputy Designated Safeguarding Lead DDSL

AT:

Orbis Education Trust, Kingsthorpe College

SUMMARY OF ROLE:

We are seeking a positive, proactive and confident person to join our busy Safeguarding Team, to work alongside the Safeguarding and pastoral teams. The DDSL is an integral staff member within our college. ASAP

COMMENCEMENT:

CONTRACT TYPE:

Permanent, 215 days per year (188 school days plus 27 days) excluding holidays; 37 hours per week, 8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm Friday with a 30 minute lunch break

SALARY:

Orbis pay scale 20-22 (£31,528- £ 33,123) FTE. Actual pro rata salary Including paid holiday entitlement £30,178 - £31,705





Joining Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other.

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.

Deputy Designated Safeguarding Lead (DDSL)

We are seeking a positive, proactive and confident person to join our busy Safeguarding Team, who will aid the Designated Safeguarding Lead, and work alongside the Safeguarding and pastoral teams.

The DDSL is an integral staff member within our college. We are looking to recruit a person with extensive safeguarding experience to help lead the responses, guidance and actions our school.

The role will help maintain and further improve the excellence of our safeguarding culture. The ideal candidate would be a social worker or having the experience of having worked in a similar role, social care or through multi-agency working. A teaching qualification is not required for this position.

We place significant emphasis on working collegiately as a school to share our expertise and subsequently enhance the learning experience with our students. Every member of the staff is involved in a variety of professional learning programmes that take place across the academic year.

With our trust growing, we are likely to have many more career development opportunities coming up in future.

Part time applicants will also be considered at shortlisting.

We may interview suitable candidates prior to the closing date.

To apply for this role, please follow this link:

<https://mynewterm.com/jobs/138932/EDV-2026-KC-84142>

Closing date for applications is: Monday, 21st September 2026 at 9.00 am. Interview dates: week commencing 21st September 2026.

If you have any queries, please contact the school.

t: 01604 716106

e: recruitment@orbismat.com

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Job Description

ROLE: Deputy Designated Safeguarding Lead (DDSL)

LINE MANAGER: Designated Safeguarding Lead.

CONTRACT: Permanent, 215 days per year (188 school days plus 27 days) excluding holidays; 37 hours per week, 8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm Friday with a 30 minute lunch break

SALARY: Orbis pay scale 20-22 (£31,528- £ 33,123) FTE. Actual pro rata salary Including paid holiday entitlement £30,178 - £31,705

OUTLINE OF THE ROLE: To work with Designated Safeguarding Lead and wider Pastoral Team to provide high quality student welfare and support at the school ensuring that all students' safety and well-being is maintained

PURPOSE OF THE JOB :

- The Deputy Designated Safeguarding Lead role is key to the provision of high quality student welfare and support at the school ensuring that all students' safety and wellbeing is maintained.
- The Deputy Designated Safeguarding Lead will work closely with the pastoral team and external agencies developing, implementing and monitoring systems and procedures to improve student welfare, including Safeguarding concerns.
- To take lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.
- Responsibility for safeguarding children and child protection (including online safety) ensuring that the school is meeting its legal statutory requirements as laid out in Keeping Children Safe in Education to be responsible for liaising with local statutory children's services and agencies and with the key local Safeguarding partners.

MAIN DUTIES AND RESPONSIBILITIES:

- Act as a source of support, advice, and expertise for staff.
- Act as a point of contact with safeguarding partners.
- Liaise with Lead DSL and the Head teacher/to inform him/her of ongoing issues, especially those enquiries under Section 47 and Section 17 of The Children Act 1989 and those involving the police.
- To keep the Designated Safeguarding Lead fully informed of all initiatives and developments undertaken and any issues or concerns regarding the smooth and efficient functioning of her role.
- To work flexibly within the school's administrative and student support teams and be responsive to the school's changing needs.
- Where children leave the School ensure their child protection file is transferred to the new school or college within 5 school days. This should be transferred separately from the main student file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.
- To participate in the annual staff review process (performance management) and all other school self-review processes.
- Promote supportive engagement with parents and carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- To act as support to the nominated Designated Safeguarding Lead in interviews where appropriate and file and store appropriate CP files for access/referrals/case conferences.
- To attend case conference, child in need conferences and multi-agency conferences as appropriate.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Organise and lead Early Help Assessments to ensure timely and effective intervention is given to our students. Ensure that actions from the meetings are followed up through to implementation, and to measure the impact of these interventions.
- To liaise with other members of the Pastoral Team about any student concerns and to attend meetings as required.
- To link with the Designated Safeguarding Lead to analyse Safeguarding patterns in school and suggest how these can be reduced.
- 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.
- To take lead responsibility for:
 - referring all cases of suspected abuse of any student at the College to children's social care.
 - supporting staff who make referrals to local authority children's social care.
 - as required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member).
 - taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children.
 - referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern.
- Making referrals to the police where a crime may have been committed which involves a child.
- Understand and support the school with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation.
- Contact parents/carers as necessary to discuss support, care and guidance issues and thereby provide an effective link between home and school.
- Maintain student records regarding interventions and contact with parents via the communication log.
- Maintain and distribute agreed minutes for all meeting of which the College is the lead for.
- Comply to the Safeguarding policy and Keeping Children Safe in Education, when dealing with a safeguarding referral.

MULTI AGENCY WORKING:

- Under the advice of the DSL, ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions for the school from planning and intervention meetings are carried out and monitored.
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning in addition, review meetings. This may mean attending these during the school holidays.
- Discuss with parents/carers, and if they are in agreement liaise and coordinate with colleagues and outside organisations to refer to Early Help as soon as a problem emerges.
- Ensure that actions for the school resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated.

GENERAL:

- Display appropriate conduct, behaviour and communication skills when dealing with students and other members of staff, including a commitment to equal opportunities.
- Understand students' behavioural, emotional needs, learning difficulties and SEN.
- Have experience of working / dealing with other people in order to enable effective interaction with members of staff, parents, students and outside agencies.
- Have appropriate IT skills and experience of organising administrative / organisational systems.
- Undertake relevant training that will enhance the role within the College.
- Work towards ensuring adequate cover for absent colleagues.
- Manage the workload on a day-to-day basis.
- Be aware of and adhere to KC procedures for health and safety.
- Other duties in support of the College as decided by the Headteacher within the scope of this post.
- To carry out any additional tasks as requested in line with the role.

We regularly review Job Descriptions to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed as we adjust to changing needs of departments within the education sector. We will consult with you if the changes are significant.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.

Person Specification

The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Education, Training and Qualifications	GCSE (or equivalent) in English and Maths	- Relevant DSL training. - Degree.
Experience/Skills And Abilities	- Experience of managing safeguarding in a school or other relevant organisation, including: - Building relationships with children and their parents, particularly the most vulnerable - Working and communicating effectively with relevant agencies - Implementing and encouraging good safeguarding practice throughout a large team of people. - Demonstrable evidence of developing and implementing strategies to help children and their families. - Experience of handling large amounts of sensitive data and upholding the principles of confidentiality. - Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies. - 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. - Effective communication and interpersonal skills.	- Knowledge or understanding of secondary school procedures. - Knowledge of Arbor or similar Management Information System. - Ability to communicate a vision and inspire others. - Ability to build effect.
Written application	A well-constructed, legible application.	
Experience/Skills And Abilities	- Calm, confident attitude. - Ability to adapt quickly to different situations and a good level of common sense. - Ability to work in a team and on your own without close supervision. - Ability to communicate effectively with children, parents and staff. - Ability to work with a range of people with the aim of ensuring the safety and welfare of children. - Able to use initiative. - Respectful of confidentiality, and a professional, tactful approach. - Flexible, adaptable and proactive. - Well organised and able to meet deadlines. - Excellent attention to detail. - Honest, trustworthy and reliable.	Ability to show support and challenge in a constructive way.



Skills And Abilities	• Commitment to safeguarding and promoting the welfare of children and young people. • Understand and engage with the school's Vision, Mission and Values through their everyday activities	
Equal Opportunities	• An understanding of issues regarding equal opportunities for all.	
Appearance	• Accept the College dress code and dress professionally in accordance with the culture of the organisation	
Criminal Record Check	• Provide information to process a full Disclosure and Barring Service (DBS) disclosure.	
Suitability to Work with children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked. Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.	

