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Safeguarding Officer (DDSL)

September 2026

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WELCOME FROM THE PRINCIPAL

Dear Candidate

Thank you for your interest in the position of Safeguarding Officer (Deputy Designated Safeguarding Lead) at Oxted School.

Oxted School is a large, vibrant, and successful with over 1700 students aged 11-18 on roll. Founded in 1929, Oxted School is strongly rooted in the local community, a community that we are so proud to serve. We are Ofsted rated 'Good'. The school is part of The Howard Partnership Trust (THPT).

Oxted School is on a rapid and ambitious journey, and I am looking for someone with the personal drive and determination to help me fulfil the school's full potential. You will be an experienced and successful leader with an appetite to take full advantage of the opportunities ahead. We have the highest of aspirations for every member of school and you will help me meet these aspirations.

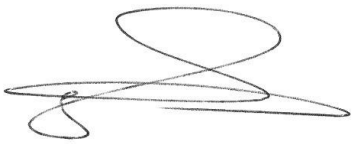
Excellent teaching, a strong pastoral system, high quality support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities to ensure that the needs of every student are met, is our goal. With your leadership and determination, you will work with me to meet Oxted School's vision for the future and further accelerate our progress.

Developing our staff and their wellbeing is also a high priority, so we provide a well-resourced environment where staff are supportive of each other and work collaboratively. Staff CPD and development is important in our school, and we take our responsibility to develop our staff seriously.

We hope you will find the information in this pack interesting and informative.

If you feel you have the energy and passion to fulfil this role, I look forward to receiving your application.

Yours faithfully,



Maurice Devenney
Principal
#teamOxted

OUR TRUST

About THPT

The Howard Partnership Trust is a growing family of 13 schools in the South East of England. Our family includes Primary, Secondary and Special Schools and welcomes any school that shares our values and commitment to Bringing out the Best in each and every one of our children and young people.

Our Trust has a proud history of improving and sustaining schools at all stages of their development journey including Outstanding schools and those who were in Special Measures. To do this we work in deep collaboration and partnership across our schools to share expertise and enable the highest quality education for every child.

Driven by our six shared values, we are future focused, knowing that we strive for the best for every child, expanding their life chances and choices from the moment they join us. We use the wealth and diversity of experience across our different settings to benefit all within the Trust, sharing and extending good practice to support our continual improvement and secure excellence in education in all of our schools and beyond.

Like the children in them, our schools are unique, and our Principals and staff have the independence to make key decisions to support them in the best ways. We believe our schools have a crucial role to play as community anchors as well as providers of education for the here and now.

If you share our outlook and passions, we hope you find the information here you need to make an informed application.

OUR SCHOOL

Our School

Oxted School is a comprehensive school for students aged between 11 and 18. The school is popular in the local community and has a growing Sixth Form. Our school is a welcoming environment, which, paired with our high standards, delivers an improving education for our students. Our buildings range from a traditional main block to much more recent developments that contain specialist science labs, sports hall, dance and drama studios, music rooms and STEM workshops. The student body in our school is truly diverse, both in heritage and educational starting point.

The school is a short walk from Oxted station. London Bridge and London Victoria are approximately a 30-minute journey by train. The school is also within easy commuting range of South London and Surrey.

#teamOxted Mission Statement

We want to broaden the horizons of our students and staff through the provision of a world-class education filled with opportunity. We fulfil this ambition through our mission statement:

- A highly successful School, that is proud to be at the centre of our community.
- A kind, safe and inclusive School that values each team member.
- A learning environment where staff and students thrive.
- A fearless commitment to bringing out the best in each other.

We are unashamedly aspirational for our students and aim to equip them with the knowledge, skills and dispositions they need to be successful, both academically and in their wider lives

There is a culture of celebration established and reinforced by regular rewards and recognition of students' achievements.

#teamOxted Culture

Working at Oxted School means becoming a member of #teamOxted. At its core this team creates a culture of:

- High expectation and aspiration for all.
- Collaboration and teamwork #teamOxted
- Organisation and overcommunication of routines.
- Consistency with cohesion.
- Simple and focused approach.
- Advantaging our disadvantaged.
- Assessment, not assumption.
- Always learning.

#teamOxted Values

We have a shared set of values for both our staff and students. We want these values to be lived, not laminated so every member of #teamOxted is aware of the traits and behaviours we prize:

- Respect
- Responsibility
- Resilience
- Reflection

OUR COMMITMENT TO YOU

When you apply to join our Trust, it is important that you have the opportunity to learn about who we are and why we are so passionate about the partnerships we have across our schools.

These partnerships support how we come together to make a real difference and improve educational outcomes for our children and young people.

We want every candidate to have an informed, engaging, and positive experience, through the application and selection process and we have set out our commitment to all candidates in this charter. Staff are our most valued asset, and we place a high emphasis on staff well-being and professional development.

OUR COMMITMENT TO YOU

- Transparency – we will treat you with respect, honesty, and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively.
- Understanding – we will ensure you are given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and will act on what you have to share.
- Inclusivity – our recruitment decisions align with our commitment to create a high quality, diverse workforce.

WE WILL ALWAYS

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we will ensure you get the answers you need.
- Respond to enquiries promptly and usually within 48 hours.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview in advance.
- Provide you with real insight about what it’s like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations, and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.

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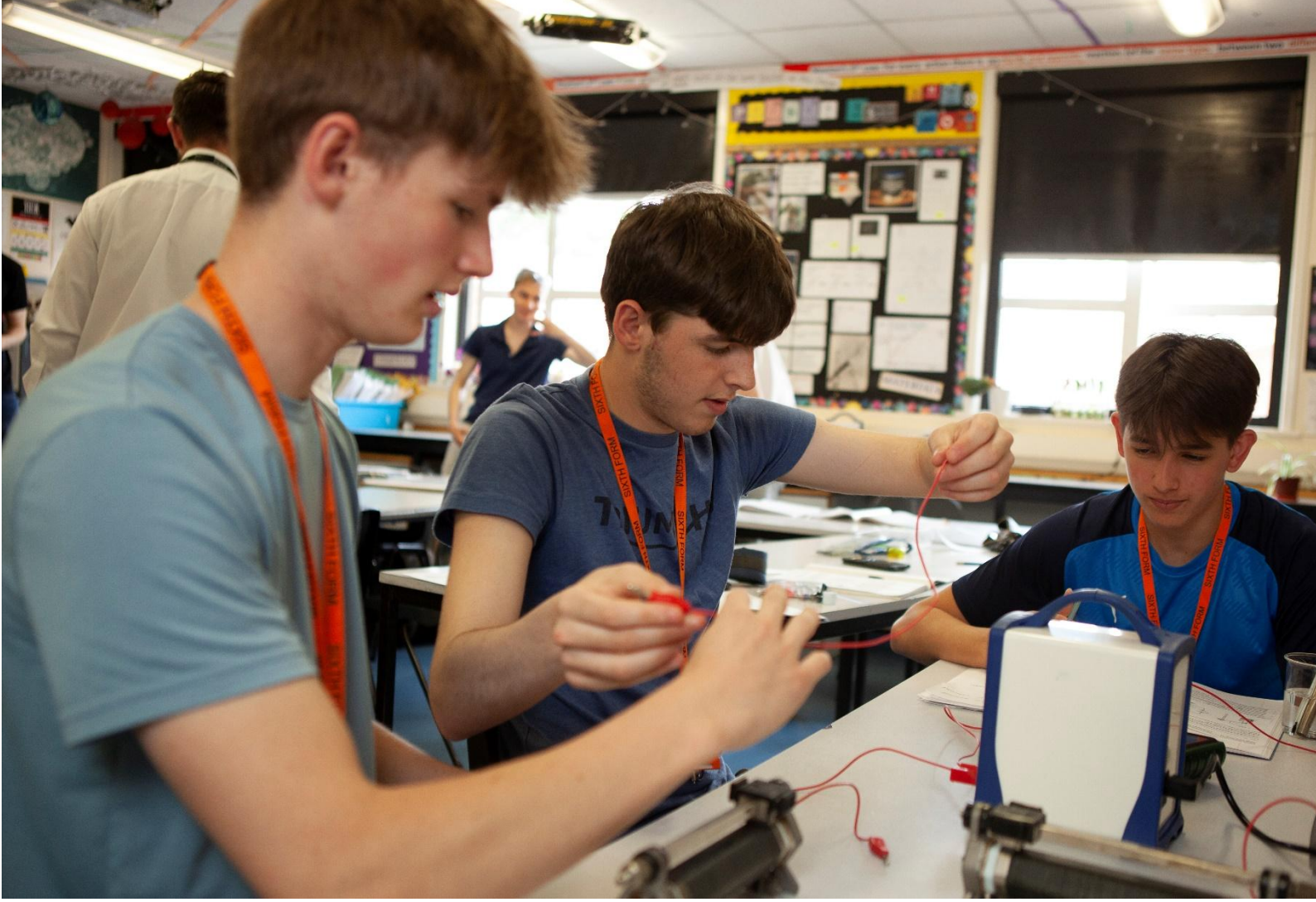

THE OPPORTUNITY

The Role

This role will offer the successful candidate exciting opportunities to work as part of a dynamic team and to be part of the driving force behind the evolution of our school in an outstanding 21st century learning environment, as part of a team dedicated to delivering excellent learning.

We have high expectations in all we do and believe that all our students can be the best in the world at whatever they decide to pursue, through hard work, determination, leadership and compassion.

The Person

The ideal candidate will be a highly organised and proactive individual who takes pride in delivering high-quality administrative support and contributing to student wellbeing. They will bring a calm, professional presence to a fast-paced school environment and demonstrate a strong commitment to safeguarding and supporting young people.

We need someone who is dependable, detail-oriented, and confident using data systems to support school operations. They will be a team player with a flexible, can-do attitude, excellent communication skills, and the ability to build positive relationships. A sense of humour, resilience, and a genuine passion for helping students thrive are essential.

JOB DESCRIPTION

Job Title	Safeguarding Officer (Deputy Designated Safeguarding Lead)
Reporting To	Senior Safeguarding Officer
Salary Scale	Partnership Grade: P6 (£30,740 to £33,443pa FTE) 36 hours per week / 40 weeks per year

Main Purpose:

As Student Safeguarding Officer you will be a Deputy Designated Safeguarding Lead and report into the Senior Safeguarding Lead.

Key Responsibilities:

Deputy Designated Safeguarding Lead

- Complete and maintain up-to-date DSL training
- Fulfil all expectations of a school DDSL, as directed by the DSL/Lead DDSL
- Maintain vigilance as to safeguarding issues across the school, both known and emerging and act swiftly to address all concerns in line with school and trust policies
- Maintain and review safeguarding records to ensure compliance with school and trust policies
- Liaise with and direct staff to ensure compliance with reporting and actions to address all safeguarding concerns

Working as directed by the DSL and Lead DDSL:

- Manage and monitor the running of MyConcern.
- Work closely with the DSL, Safeguarding Team, Year Teams, external support services.
- Provide comprehensive overview and monitoring of safeguarding concerns.
- Provide feedback to pastoral teams and DSL as required regarding student welfare and wellbeing.
- Maintain pastoral records pertaining to individual students both past and present. Liaise with other professionals in the safe transfer or storage of safeguarding records.
- Attend meetings to discuss open cases and current concerns.
- Ensure that records of safeguarding referrals and meetings are up to date.
- Liaise with school counsellors and other external services.
- Liaise with outside agencies and parents to fully support SEMH students; this will include contacting and liaising closely with outside agencies, attending meetings, and developing school practice in the light of external changes and demands.
- Work closely with the Inclusion and year teams on early identification of students from Year 6 to 7 with safeguarding concerns.
- Lead/contribute to child strategy meetings, multi-agency meetings, child in need and child protection conferences.
- Promote safeguarding best practice and policy in the school.

- Liaise with DSL and safeguarding team to update and amend safeguarding policies.
- Be proactive in raising the profile of current ‘hot topics’ and identification of vulnerable students and groups.
- Contribute to the delivery of staff training as directed by the Lead DDSL and DSL.

Main Accountabilities

Support delivery

- Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, maintaining supplies of materials and equipment.
- Assist with the delivery of relevant schemes of work, delivery and assessment.
- Deliver a range of learning support for existing systems or processes to agreed standards, to maximise quality of teaching & learning.
- May carry out personal care routines as appropriate.

Planning & Organising

- Support more senior staff in classroom management and behaviour techniques.
- Plan and deliver specified work to individual pupils, groups and the whole class.

Policy and Compliance

- Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements.

Work with others

- Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
- May be required to assist in the recruitment, selection and supervision processes, to ensure high standards of team delivery.
- Contribute to and influence children's learning and personal development.

Resources

- May assist in the management of a small budget or recovery of income.

Analysis, Reporting & Documentation

- Provide and manipulate data for statistical and other report and run and present standard reports.
- Assist with regular assessment of performance of schemes and initiatives through the use of feedback, surveys and management information.
- Prepare and despatch a range of correspondence / documents connected with the defined area of activity.

PERSON SPECIFICATION

E: essential D: desirable

Qualifications and Training	
Minimum 5 GCSEs at Grade 4 or above (including English & Maths), or equivalent, or able to evidence ability at an equivalent level.	E
Require a technical/professional qualification related to the role. e.g. HLTA status, NNEB, or other relevant qualifications at level 2 or 3.	D
Skills & Abilities	
Ability to maintain accurate, confidential safeguarding records.	E
Competent in a range of IT skills	E
Working knowledge of relevant skill set, systems, equipment, processes and procedures.	E
The ability to learn to use Teams and Class Charts if unknown to applicant.	D
Proficient in the use of Microsoft Office and/or school MIS platforms.	D
Accuracy and ability to prioritise and organise own workload.	E
Personal Attributes	
Excellent communication skills with the ability to relate well to students and adults	E
Resilience and emotional intelligence when dealing with sensitive and complex cases.	E
High levels of professional integrity, discretion and judgement.	E
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	E
Energy, enthusiasm, determination and an insistence on high standards	E
Be able to work under pressure, prioritise and manage time effectively	E
Safeguarding	
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	

APPLICATION PROCESS

Application Process

All applications should be submitted no later than **12pm on Monday 28 September 2026.**.

We reserve the right to interview before the closing date, so an early application is advised.

Interviews

Interviews may take place early than the closing date by mutual agreement.

Notification & Feedback

Candidates who have been called to interviews will be notified as soon as possible**.** Please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Data Protection

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

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