

JOB DESCRIPTION

Job Title:	Designated Safeguarding Lead (DSL)
Pay Scale:	Essex Schools Pay Scale 12, Spine Points 43 to 48.
Hours:	37 hours per week, 8.30am to 4.30pm Monday to Thursday and 8.30am to 4pm Friday.
Contract type:	Fixed-term from 3 June 2024 to 31 August 2025. Term Time & Inset Days + 2 weeks.
Reporting to:	Headteacher
Responsible for:	Academy Safeguarding and Safeguarding Team

PURPOSE OF THE POST:

To support the Headteacher for safeguarding and child protection within the academy, acting as a source of support, advice and expertise for staff within the academy for child protection and safeguarding. This post will be member of the Academy Senior Leadership Team.

DUTIES AND RESPONSIBILITIES

- Be fully aware of, understand and apply the academy's Child Protection Policy appropriately.
- Lead and manage the Safeguarding team.
- Take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems in place).
- Child Exploitation Champion.
- Lead level 2 Safeguarding training sessions for new staff and trainees.
- Act as the primary liaison person for Ofsted inspections for child protection.
- Work in partnership with the Designated Governor to promote and evaluate safeguarding policies and procedures in line with legislation.
- To attend safeguarding forums.
- Assist the Headteacher in completing the Academy's Safeguarding audit.
- Attend Child Protection Conferences, Core Group meetings, Child in Need meetings, Strategy meetings, Statutory Reviews and Conferences.
- Complete paperwork requested by Social Care e.g. Section 17 forms, when required.
- Meet with students and parents/carers to establish and improve communication with vulnerable groups when required.

- Assist with responsibility for safeguarding and child protection within the academy.
- Act as a source of support, advice and expertise for staff within the academy for child protection and safeguarding.
- Raising awareness of the academy's child protection policies as appropriate in line with relevant government guidelines e.g. Keeping Children safe in Education (Appendix B) as amended from time to time, ensuring they are understood and used appropriately.
- Assist with the review process of the academy's Child Protection Policy.
- Where there is a radicalisation concern refer cases (or support staff making referrals) to the Channel programme.
- Refer cases to Local Authority Designated Officer or Police as required.
- Assist staff to refer incidents of concern to the police and be the main point of contact for police liaison.
- Liaise with the local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education as amended from time to time.
- Be available for staff during academy hours to discuss any safeguarding concerns in line with the academy's safeguarding arrangements.
- Undertake and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education as amended from time to time.
- Attend Youth Offending Team meetings and complete information gathering forms as required.
- Arrange student social worker placements and provide on-site supervision for this role.
- To promote parental engagement by offering support to form tutors and monitoring the effectiveness and impact.
- Take a proactive approach to being a member of the Senior Leadership Team (SLT).
- To undertake administrative duties, as required.
- To undertake any training commensurate to the post.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

DATA PROTECTION

- To be aware of the PLT's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with the academy's procedures, policy and statutory requirements.

CONFIDENTIALITY

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the academy's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

EQUALITIES

- The academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and discrimination.

HEALTH AND SAFETY

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

SAFEGUARDING

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check.

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE (or equivalent) in English and maths • Degree
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school or other relevant organisation • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ 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

Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of children • 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, including previous use of safeguarding monitoring software and information management systems. • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children • Commitment to upholding and promoting the ethos and values of the school • Integrity, honesty and fairness • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2024

Next review date: March 2025

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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