

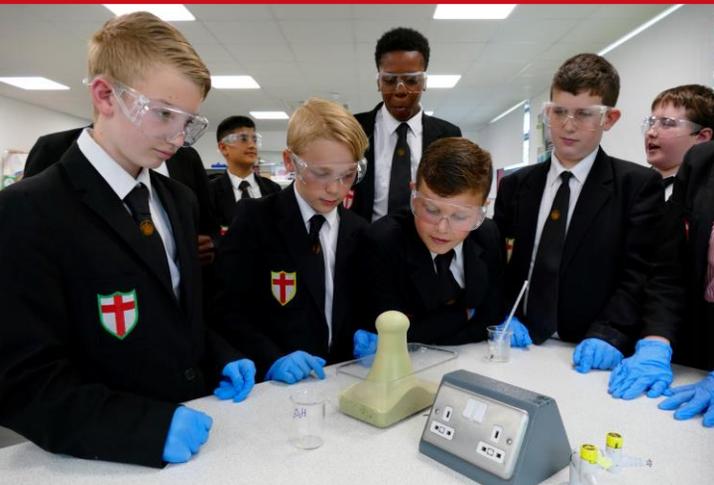


# Vacancy Pack

Deputy Designated Safeguarding Lead (DSL)



# Saint George's Church of England School





Our Vision  
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# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

**IN...**

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness

#weareallone

#lifeinallitsfullness

# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Deputy Headteacher  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

PA to SLT

# Role Profile

## Deputy Designated Safeguarding Lead

**Purpose:** To oversee the Academy's Safeguarding/Child Protection processes

**Responsible to:** Assistant Headteacher (behaviour and safeguarding)

### Main Responsibilities:

To assist the Designated Safeguarding Lead with the tracking and record keeping of students who are on a Child Protection Plan, Looked After or Vulnerable including:

- Keeping an accurate and up to date database of information on Students who fall in to one of the above groups.
- Ensuring that meetings are held in accordance with the regulations that are laid out by Child Protection plans and then chasing the appropriate documentation once these meetings have been completed.
- Be the administrator for MyConcern and ensure all cases are allocated and filed when tasks are completed
- Maintain manual and computerised records/management information systems on safeguarding and child protection.
- Help to create training resources for safeguarding to be used by the staff and the students.
- Distribution of information on safeguarding to staff.
- Upkeep of safeguarding notice boards and displays.
- Responsibility for making and confirming arrangements with trainers for delivery of training courses in-house as directed by the designated teacher for safeguarding.
- To arrange Child Protection and Safeguarding courses as directed.
- Ensure renewal of above courses are completed within relevant timescales.
- Attend outside agency meetings
- Communicate effectively with parents and carers

### Leadership Team

- To carry out general administrative duties i.e., word processing, photocopying, filing, faxing, completion of standard forms, respond to routine correspondence etc.
- Answer and respond to routine telephone calls.
- Face to face, telephone and e-mail enquiries with all staff and outside agencies.
- Analysis of data for surveys to include collating information and presentation of survey results
- Provide safeguarding information for the governing body
- Surveys – produce surveys for general use as well as those for safeguarding and e-safety on Google Documents.
- Provide analysis of above surveys.
- To play a major role in initiatives and projects that may arise during the year.
- Undertake research and obtain information to inform decisions.

### Training

- If appointed you will be required to attend a range of safeguarding courses e.g., Child Protection Course, training in Child Sexual Exploitation, Training in Drugs and Alcohol and E-safety.

## General Responsibilities

- To deputise for the Designated Safeguarding lead in their absence.
- Carry out staff induction training in safeguarding procedures including caretakers, cleaners, support staff and external partners.
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Triage referrals from staff and notify the Designated safeguarding Lead of cases that require immediate action (and take that action in his absence).
- Offer advice to staff with regard to routine safeguarding issues and take appropriate action.
- Review, update and amend policy documents concerning safeguarding.
- To filter through to DSL and outside agencies including multi-agencies, information relevant to safeguarding issues.
- Attend Best Practice Forums and Support Groups on behalf of the DSL.
- Make direct referrals with outside agencies including Children's Services, Police in absence of DSL and Pastoral Care Managers.
- Organise and update relevant training for staff within safeguarding and Child Protection in conjunction with the TSCB framework.

## **Person Specification:**

### **Desirable**

- Social work experience
- Data base, Arbor, SIMs skills, MyConcern
- Trained in safeguarding procedures including child Sexual Exploitation & e-safety

### **Essential**

- Hold an up-to-date DSL certificate
- Excellent ICT Skills
- Ability to relate to young people
- Knowledge of issues surrounding young people
- Well organised
- Ability to use initiative and work independently
- Ability to relate to Academy personnel
- Ability to work as part of a team
- Ability to work under pressure and be resilient
- Ability to work within existing policies and guidelines
- Ability to handle personal matters in a confidential and professional manner
- Excellent standard of written and spoken English
- Good telephone manner
- Commitment to safeguarding young people including undertaking appropriate DBS record check.

# Deputy Designated Safeguarding Lead (DSL)

Kent Range 5 - £20,595 to £21,693 per annum FTE (pro rata £18,249 to £19,222)

37 hours per week 40 weeks per year

**This will include occasional work outside of normal hours and some work during school holiday periods**

**Required for September 2022**

An exciting opportunity has arisen for a candidate of exceptional ability to join our pastoral team in this over-subscribed and successful school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

The successful applicant will oversee the Academy's Safeguarding/Child Protection processes

The candidate should have experience working in pastoral/social work and be familiar with working with external agencies and understand safeguarding procedures.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can
- are an ambitious professional

**Please download an application pack below or at <https://aaat.uk/recruitment/> and return your application by email to Elise Batchedor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Monday 11<sup>th</sup> July 8am**

**Interview Date: To be confirmed**

Saint Georges CE School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

