



Job Description – Head of Care & Safeguarding/ Designated Safeguarding Lead

'The Designated Safeguarding Lead must be an appropriate senior member of staff from the school's Senior Leadership Team. They have legal responsibility for dealing with safeguarding issues, providing support to staff and liaising with local authorities and a range of outside agencies'

Reports to: The Deputy Principal

Location: West Heath School – Sevenoaks

Hours: Term time only (39 weeks) Flexible Hours 40 hrs per week – to include time spent in the residential provision.

(Plus being on call – Term Time Monday - Thursday when boarders are in residence on rota shared with the Residential Care Manager)

Direct Reports: Residential Care Manager. The post holder will hold regular supervision with the Deputy DSLs and the DSAL

Main Purpose of the role:

It is central to our vision that education can change lives. Therefore, the Head of Care and Safeguarding role is to strive to ensure each student's experience, supports everyone to reach their full potential. Supporting all students with their personal and social development, connected to skills for life is a significant part of the role. Ensuring students (day and residential) receive excellent care and are safeguarded, feel safe and improve their sense of wellbeing is integral to the role and sets the foundation for academic and social learning, independence, preparation for adulthood and success.

The majority of our students may have missed considerable periods of time away from school; some will have phobias or a diagnosis which make accessing education difficult for them, whilst others will have specific learning difficulties which mask their true potential. High percentages of our students on roll have a diagnosis of Asperger's complex diagnoses and trauma with the accompanying communication and receptive language difficulties. A significant percentage of our children and young people are Looked After or Previously Looked After and therefore have experienced/continue to experience complicated safeguarding backgrounds and multiple placement breakdowns.

It is the job of the Head of Care and Safeguarding to provide a happy and safe educational and care environment that underpins their learning and enables each student to learn strategies to manage their ability and resilience to keep themselves safe and to be as independent as possible as they develop and move towards adulthood.

The Head of Care and Safeguarding has an overarching responsibility to encourage a culture of listening to children and young adults. They should promote their wishes and feelings amongst all staff. They should advocate for the learners in meetings with the school and the charity's leaders and Trustees. They should uphold the six principles of safeguarding:

- Empowerment - including informed consent.

- Prevention - taking action before harm occurs.
- Proportionality - ensuring the least intrusive response is appropriate to the risk identified.
- Protection – to protect those who are vulnerable.
- Partnership – to work with all stakeholders, LA's and outside agencies.
- Accountability – fostering a culture of best practice across all of the charity's services.

The Head of Care & Safeguarding will promote needs led care and safeguarding services to children and young adults, by adopting person centred approaches that foster self-awareness and personal growth. This gives everyone within the school and residential communities the strongest voice with regards to decision making and informed lifestyle choices.

The Head of Care & Safeguarding will develop and sustain a forward-thinking, innovative care and safeguarding team that covers the whole range of care and safeguarding functions across all of the charity's care and educational operations.

Main Duties and Responsibilities

The Head of Care and Safeguarding will be responsible for developing and managing a comprehensive and flexible range of services to meet the needs of our students, along with leading, developing and monitoring the school's whole care offer and safeguarding work. This will include, but will not be limited to the following:

- Leading the strategic and operational care and safeguarding agenda across the organisation.
- Building capacity and capability of safeguarding knowledge and skill across the organisation.
- Effectively managing care managers and school leaders to provide accountability for the delivery of services to children and young adults.
- Developing a robust, transparent, safeguarding framework that ensures a legacy of outstanding safeguarding practice.
- Overseeing the effective management of outstanding care and risk management models and plans.
- Ensuring that safeguarding records are kept securely according to GDPR UK Regulations and Legislative Requirements, as well as, the Charity's safeguarding policies and procedures and report to the Executive and Senior Leadership Teams the Senior Management Team and Board of Trustees about safeguarding matters and issues.

The legal responsibilities of a designated safeguarding lead include:

- Being available for all staff to discuss any safeguarding issues or concerns.
- Ensuring that everyone, including children, young adults and parent/carers, are

aware of the DSL and deputy/DSL DSAL contact details.

- Ensuring that cases of suspected or actual child/adult protection or safeguarding concerns are referred to the appropriate agencies.
- Be prepared to openly and professionally challenge other professionals both internally and externally to ensure children are adequately safeguarded and protected.
- Help to maintain an effective staff supervision programme to ensure that all staff are fully trained in safeguarding and know how to spot and raise concerns.
- Undergo regular refresher training to ensure safeguarding knowledge and initiatives are as up to date as possible and in line with new legislation and guidance.
- Ensuring that adequate reporting and recording systems are in place for safeguarding procedures, and that there are appropriate transferal procedures for data and records.
- Ensuring that the school's safeguarding policies and procedures are up to date with the most recent statutory guidance, and that everyone who has safeguarding duties are familiar with any updates.
- Communicating with families on the school's policies and procedures, as well as any concerns or referrals where appropriate.
- Complying with any Local Safeguarding Children Partnership (LSCP) requirements.
- Ensuring our organisation has sufficient safer recruitment procedures.
- Being aware of all children who may require specific safeguarding needs and have specific vulnerabilities.

The Head of Care and Safeguarding will be an active member of the Senior Management Team (SMT) and will:

- Develop and maintain a range of residential, care and safeguarding services, provisions and practices.
- Oversee safeguarding, care and residential services development plans, whilst contributing to the School Development Plan.
- Assist the Principal and Human Resources Department in the recruitment of staff, following Safer Recruitment Legislation and the latest Keeping Children Safe in Education Guidance.

The Head of Care and Safeguarding will manage the school's Self Assessments Programme. Specifically:

- Leading the self-assessment and review of National Minimum Standards, Revised 5th September 2022 (NMS), Ofsted evaluation criteria, Independent School

Regulations and Safeguarding Regulations and Guidance.

- Preparing for and leading the school's annual Welfare Social Care Ofsted Inspection.
- Supporting the Principal, the Executive and Senior Leadership Management Team in the whole school Ofsted Inspection process.
- Support the Principal and Senior Management Team in monitoring and quality assurance visits.
- Ensuring each student has a comprehensive care/support plan/risk assessment and their progress can be evidenced and demonstrated.
- Working with the Deputy Principal and the Head of Curriculum with embedding learning around safeguarding and skills for life and online safety in the curriculum.
- Working with the Head of Staff Development and Outreach Deputy Principal, to ensure safeguarding training is effectively delivered, along with delivering safeguarding training.
- Working with Head of HEART and Therapy to develop therapeutic interventions and models of care.
- Working with the SENCO and Admission Team with the preparation of reports and supporting documentation for statutory assessments and tribunal appeals, including attendance at Tribunals if necessary.
- To be the Designated Safeguarding Lead (DSL). To chair regular DSL meetings. Ensuring there is an active and effective Online Safety Coordination Group.
- Developing and implementing appropriate quality management and assurance systems which are in accordance with the School's policy and lead to improved performance in all aspects of the work.
- Overseeing and ensuring the effective management and scrutiny of Safeguarding and Care budgets.

Committees and Meetings Membership:

- Senior Leadership Management Team
- Designated Safeguarding/Deputy Leads
- Staff meetings – Care Team
- Care Management Team
- Anti-Bullying/ Online Safety
- Student Council and Boarding Council
- Policy Review Groups
- Equality and Diversity

Trustee Committees:

- Health and Safety
- Student Services Committee

Reporting to the Full board of Trustees as required

The above is not an exhaustive list and may be subject to change, according to the needs of the school and organisation.

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief.
- Support people to express their individuality and uniqueness in all areas of life.
- Ensure that all staff are aware of, and comply fully with, the West Heath School Equality of Opportunity Policy.

General:

- To act as an ambassador for West Heath School, representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager and participate in external professional social work/safeguarding supervision with an agreed consultant Supervisor
- Attend team meetings as required
- Undertake any relevant training as identified
- Adhere to the school's code of conduct, in addition to relevant professional standards and code of conduct. Ensure all staff are aware of and comply fully with their professional standards and West Heath School's code of conduct.
- To undertake such duties and responsibilities reasonably consistent with the role, as may be required from time to time by the Principal and the Deputy Principal

Qualifications and experience required for this role: See - Person Specification



PERSON SPECIFICATION: Head of Care and Safeguarding

Requirement	Essential	Desirable	Testing method
1. Qualifications	Care Management qualification. For example, a Registered Social Worker or Registered Nurse or Qualified Teacher with a Safeguarding Lead Qualification.	A range of Safeguarding and Care courses and certificates Management Qualifications	Certificate Application form
2. Experience	<p>Relevant experience of Senior Leadership/Management in a Social Care/Education setting.</p> <p>At least 5 years experience of working with children & people with SEN and Complex Mental Health Needs and LAC students.</p> <p>Education Sector - able to demonstrate a broad knowledge of trends and initiatives within the education sector and experience of how this knowledge can be applied to the development and improvement of curriculum and services.</p> <p>Staff Development and Management – able to ensure that each level of work adds value by communicating what must be done and by when and with what resources.</p>		Application form Interview
3. Knowledge and skills	<p>Have a clear understanding of care and safeguarding legislation, Escalation Policy, statutory guidance and best practice guidance.</p> <p>Analysing Information – able to gather, process and use information for understanding, decision making, forecasting and action.</p>		Application form Interview questions Presentation
4. Competence	Leadership, Influence & Decision Making – able to influence the School's key staff		Interview questions Presentation

Requirement	Essential	Desirable	Testing method
	<p>and others to move in the same direction to achieve goals. Able to choose between courses of action to achieve goals.</p> <p>Analysing Information – able to gather, process and use information for understanding, decision making, forecasting and action.</p> <p>Planning & Organising – able to establish a course of action to accomplish the School's goals and objectives. To estimate, acquire, monitor, control and develop resources to meet the School's objectives in the most efficient and effective way.</p> <p>Crisis/Emergencies Proven ability to deal with crisis and emergencies effectively</p>		
5. Personal Qualities	<p>Beliefs, mission and values - to believe in the potential of every student to succeed and to look beneath the surface of presenting behaviour and achievement. The 'passion' to see lives changed.</p> <p>Personal Drive - the ability to be self-directed with a high level of personal drive and experience of moving forward new initiatives in a challenging environment.</p> <p>Quality - demonstrate a clear commitment to, and experience of, achieving excellence through continuous improvement and the development of quality systems.</p> <p>Equal Opportunities - able to demonstrate a clear understanding of, and commitment to, equal</p>		Interview questions Presentation

Requirement	Essential	Desirable	Testing method
	<p>opportunity issues and significant experience of</p> <p>working in an environment delivering services with regard to equal opportunities.</p> <p>Entrepreneurial Focus – able to respond effectively to the needs of the School's existing and potential student base and provide an effective service to all areas of the School, by implementing new ideas, methods or procedures.</p> <p>Personal Development - a strong interest in and commitment to continuous personal learning and development.</p> <p>Service user focus - able to understand the needs of the stake holder and be able to put in place initiatives to improve the range and quality of services to them.</p> <p>Working Practice - a commitment to working flexibly to meet School's and stake holder requirements.</p> <p>Team membership and People Orientation – able to take responsibility with others to achieve group objectives</p>		
6. Other	Full Driving License		Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.