

# JOB DESCRIPTION

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<b>Post:</b>	<b>Designated Safeguarding Lead</b>
<b>Reporting To:</b>	<b>Headteacher</b>
<b>Post Level &amp; Grade:</b>	<b>Kent Scheme J</b>
	<b>37 hours per week / 40 weeks per year</b>
	<b>Mon - Thurs 8:00am - 16:00pm</b>
	<b>Friday 8:00am - 15:30pm</b>

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## Role purpose

As Designated Safeguarding Lead you will work closely with the Headteacher to ensure:

- An effective safeguarding culture through systems and practices
- Strong training across the staff, student and parent bodies
- Safeguarding concerns are effectively addressed, with close monitoring of impact

All of the above will help to ensure a strong safeguarding culture across the school and effective support for students with safeguarding concerns.

## Main Duties:

### An effective safeguarding culture

- To ensure that there is an up to date Safeguarding policy which meets the current requirements for KCSIE and best practice
- Ensure regular 'drip feed' of safeguarding updates including in response to current concerns or analysis of recent safeguarding issues. This will mainly be through staff briefings and wider meetings.
- Work with the Headteacher to ensure that staff can easily report any concerns and have confidence that these will be addressed. Feedback to staff where appropriate and always promote an 'it can happen here' perspective.
- As required engage with external safeguarding audits and actively liaise with the Headteacher on any concerns regarding overall safeguarding culture
- Actively monitor school practices to identify any safeguarding concerns. Advise the Headteacher and SLT as required, taking action to support SLT in rigorous safe practices
- Line Manager the two Deputy DSL's ensuring they are effective in their work and meet weekly to review cases, check on capacity and ensure all safeguarding concerns are addressed
- Produce reports for Governors including the routine FGB safeguarding report
- Work with the HR lead on ensuring all appropriate Safer Recruitment practices are in place and monitored
- Engage with Governor and external agency visits to check on practice.

### Effective training for staff, students and parents

- Support the Headteacher through ensuring a strong training programme for new staff and refreshers for current staff. Maintain logs of all staff who have completed training and address any gaps
- Liaise with Kent and wider networks to ensure that we meet requirements for all training, such as
- Prevent and FGM. Liaise with the Headteacher to ensure appropriate training slots/opportunities
- Liaise with curriculum, whole person and pastoral leads to ensure there is a strong education programme which supports students in understanding risks and staying safe
- Lead on promotion of strong safeguarding practices with parents, including online safety and identifying/

reporting risks such as county lines, knife crime and CSE. This can be via social media, website, newsletters and in person parent support evenings

- Actively promote positive safeguarding practices across the school through notices, posters and displays as required.

### **Effective addressing of safeguarding concerns**

- Actively monitor 'my concerns' to ensure that matters are being addressed in a timely manner and utilising external agencies as required
- Support the wider Safeguarding team, including through weekly catch-up meetings, in managing the caseloads of safeguarding referrals
- Weekly checks of any open cases to check they are being addressed
- Ensure the whole team is working effectively with parents and external agencies as required
- Report to the Headteacher on any concerns or areas that require additional actions
- Support the Headteacher in addressing any concerns which relate to staff, liaising with the LADO where required
- Lead on any significant or high level safeguarding concerns, liaising closely with the Headteacher
- Support with managing safeguarding complaints, in conjunction with the Headteacher.

### **Other duties**

- To ensure effective financial management, including monitoring of budgets and ensuring value for money in all aspects of the role
- To undertake any other duties that the Headteacher may reasonably request
- Line Management of staff as per the staff handbook plan.

### **Note**

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

## Person Specification

	Criteria
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>GCSE in English and Maths at a minimum of a Grade C – or equivalent</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>DSL Training</li> <li>Leadership related qualification</li> <li>Willingness to undertake further professional development in (social work or safeguarding related qualifications)</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Experience of working in safeguarding or child protection within school or similar setting</li> <li>Experience providing safeguarding advice and guidance to staff</li> <li>Working effectively with young people in education or another related area</li> <li>Working with the public and dealing with confidential issues</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Previous experience working as DSL or similar role in social care</li> <li>Leadership experience in a public service setting</li> <li>Experience of multi-agency partnership working</li> <li>Experience of effective line management of staff</li> <li>Experience of developing a positive safeguarding culture</li> </ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>A real drive to make our school the best it can possibly be for the benefit of all students</li> <li>An ability to proactively identify an area for improvement, logically plan, effectively implement and see through until the initiative is fully embedded in the school culture</li> <li>Attention to detail, ensuring all appropriate policies and procedures are followed</li> <li>Ability to see this role as part of the whole school team and see the bigger picture as required</li> <li>An ability to always value working with young people, when it is rewarding and when it is more difficult</li> </ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Knowledge of safeguarding and child protection procedures and legislation</li> <li>Understanding of the responsibilities of agencies involved in safeguarding vulnerable children</li> <li>Knowledge of multi-agency services and working practices</li> <li>Knowledge of principles involved with working with vulnerable students and families</li> <li>Knowledge of principles/practices of professional development programmes</li> <li>Knowledge and understanding of all relevant safeguarding, behaviour and personal development expectations relating to schools</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Ability to use ICT effectively and efficiently to achieve leadership outcomes</li> </ul>
<b>Behaviours</b>	<p><b>Behaviours which are compatible with our school vision, including:</b></p> <ul style="list-style-type: none"> <li>We achieve the best outcomes when all staff work together in a supportive collaborative environment</li> <li>High expectations in all aspects of our work</li> </ul> <p><b>In addition, we expect the following:</b></p> <ul style="list-style-type: none"> <li>A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students</li> <li>A commitment to safeguarding and promoting the welfare of children</li> <li>Flexibility to work as required to achieve the best outcomes for students</li> <li>Good sense of humour and ability to relate to colleagues, stakeholders, parents, and students.</li> </ul>

**Organisation**



Signed (Postholder): \_\_\_\_\_

Dated: \_\_\_\_\_

Signed (Line Manager): \_\_\_\_\_

Dated: \_\_\_\_\_