



**Deputy Designated  
Carers (Non-**

**STONE LODGE Teaching)**  
SCHOOL

**Safeguarding – Young**

### **Job Description**

**Salary Range:**

£32,250 - £36,842 (FTE) £28,237 - £32,257 (actual) per annum

**Grade:**

Grade 8 Point 24 - 29

**Responsible to:**

Designated Safeguarding Lead Senior Leadership Team

**Working pattern:**

37 hours per week. 39 weeks per year

**Purpose of the Role:**

To be responsible for Safeguarding and Child Protection across the school as the Deputy Designated Safeguarding Lead.

To provide operational, administrative support to the Designated Safeguarding Lead (DSL).

To improve the attendance of students with frequent and/or long-term persistent absence, including truancy.

**Key tasks:**

1. To support the DSL with regard to safeguarding and Child Protection Issues.
2. To lead on mental health provision and co-ordinate external mental health support.
3. To support the Deputy Headteacher and Attendance officer with students who have long-term, persistent absence, carrying out home visits where appropriate.
4. To act as the key point of contact for external agencies relating to safeguarding and persistent absence issues.
5. To represent the school at external multi-agency meetings, creating positive relationships with external agencies.
6. To identify services for individual young people and support parents to access the identified services.

7. To liaise with key staff in school to ensure student safeguarding needs are paramount.
8. To provide administrative support for referrals to external agencies for persistent absence and other safeguarding concerns.
9. To maintain record-keeping with regard to attendance, safeguarding and Child Protection issues.
10. To maintain and monitor database of students on Child Protection Plans, Children in Need and Vulnerable students.
11. To support the administration of the quality assurance of safeguarding for off-site provision.
12. To provide administrative support for the annual safeguarding audit.
13. To coordinate with Pastoral teams across the school to monitor the welfare of young people who are known to have Child Protection concerns or those who may be at risk.
14. To support the DSL with the review and management of, and contribution to, self-evaluation in relation to Safeguarding and Child Protection.

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. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Criteria	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Secure knowledge and understanding of all safeguarding requirements, new accountability frameworks and National agenda in relation to the Safeguarding and Child Protection.</li> <li>• Secure knowledge of current safeguarding issues.</li> <li>• Experience of providing information, advice and guidance.</li> <li>• An understanding of the impact of social exclusion on the life chances of a child/young person.</li> <li>• To have knowledge of the range of agencies providing for children/young people and families.</li> <li>• Successful direct work with children and young people in a variety of contexts.</li> <li>• Well-established range of strategies for coping with possible challenging situations.</li> <li>• Working with parents and carers.</li> <li>• Liaising with a range of other agencies to support children/young people and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with teaching staff and young people in an educational setting.</li> <li>• Experience of Arbor.</li> <li>• Relevant qualifications associated with working with young people e.g. social work, counselling, young offenders, educational welfare.</li> <li>• Training for Designated Safeguarding Lead.</li> <li>• Administration in the public sector.</li> <li>• Experience of working in social care.</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b>		
	<ul style="list-style-type: none"> <li>• To have excellent administrative and record-keeping skills.</li> <li>• To have a positive and calm telephone manner.</li> <li>• To work in partnership with parents, carers, educational staff and other agencies.</li> <li>• To be able to assess need, arrange and implement appropriate support and monitor progress.</li> <li>• To be flexible, resilient and able to prioritise.</li> <li>• Minimum of 3 A-C GCSEs or equivalent including English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications associated with working with young people e.g. social work, counselling, young offenders, educational welfare.</li> <li>• Training for Designated Safeguarding Lead.</li> </ul>

	<ul style="list-style-type: none"><li>● Excellent interpersonal skills.</li><li>● Enthusiasm and commitment within a team setting.</li><li>● Ability to self-motivate and organise time effectively.</li><li>● Have the resolve to make a real difference to the lives of young people and their families.</li><li>● Committed to Priory's values and ethos of high expectations.</li><li>● Able to demonstrate how you will meet the travelling requirements of the role.</li></ul>	<ul style="list-style-type: none"><li>● Has own transport in order to travel to meet with students and their families.</li></ul>
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***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.  
All offers of employment are subject to an Enhanced DBS check.***