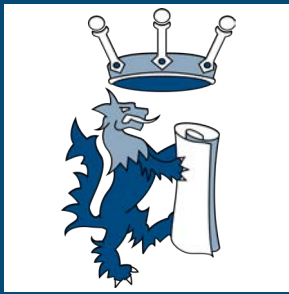




The
Sittingbourne School

Lead Designated Safeguarding Lead
The Sittingbourne School
Information



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Welcome

Thank you for expressing an interest in the advertised Lead DSL post. We hope that this pack gives you all the information you need to decide if The Sittingbourne School is the school for you. However, please do not hesitate to contact us to arrange a visit to see for yourself what life at the school is like.

The Sittingbourne School is a large, oversubscribed school built on a strong sense of community, making us a warm and very special place to be part of. Students and staff feel proud to belong to The Sittingbourne School. Our staff work tirelessly to ensure the wellbeing and happiness of every child.

However, we are not a school where we allow ourselves to be defined or limited by the pastoral care we offer. We never forget that teaching and learning is our core business. Our motto is “Empowered through learning” because we believe that through excellent teaching and a fantastic curriculum every child can succeed, be happy and change their lives. We do everything we can to ensure every child consistently receives high quality teaching and learning in every lesson and engages in a challenging and relevant curriculum.

Our drive and ambition for our students was recognised by Ofsted, who in their March 2023 inspection report stated how, “Staff have high aspirations for what all pupils can learn and achieve. This level of ambition is evident throughout the school”. They also commented on how, “Pupils are proud of how tolerant and supportive their school is” and that, “The vast majority of pupils behave well in school”. The school was graded as “Good” for the third successive inspection.

We have a strong and supportive senior leadership team for whom staff wellbeing is a priority. We appreciate the challenges teachers and support staff face and we do all we can to reduce unnecessary workload and cut down on bureaucracy. We take a zero tolerance approach to rudeness and defiance to staff and we make sure that no member of staff feels alone when things are tough. Staff also benefit from a wide ranging programme of ongoing staff development. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

In addition, the school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to all aspects of school life. If you think The Sittingbourne School could be the school for you, please email Sarah Scott-Drysdale (sarah.scottdrysdale@swale.at) for more information and to arrange a visit. We look forward to seeing you soon.

Yours Sincerely



Mr Nick Smith
Headteacher

Job Description

Job Title:	Lead Designated Safeguarding Lead (Non-Teaching)
Grade:	SAT G
Responsible to:	Headteacher
Responsible for:	Deputy Designated Safeguarding Leads (DDSLs)
Key Liaisons:	Headteacher, SLT, SENCO, Teaching & Support Staff, Pupils, Parents/Carers, Safeguarding Governors, Trust Safeguarding Teams, and external multi-agency professionals.

Job Purpose

This is a non-teaching, operational leadership role vital to developing and sustaining an exceptional safeguarding culture across the entire school. The post-holder will take ultimate lead responsibility for all safeguarding, child protection, and online safety matters arising at the school. They will hold the institutional status and authority to commit resources, direct staff, and confidently lead multi-agency partnerships to promote the welfare of children.

Key Duties and Responsibilities

1. Managing Referrals & Statutory Case Work

Take lead responsibility to:

- Children's Social Care: Refer all cases of suspected abuse or neglect of any pupil to the Local Authority children's social care, ensuring a timely response is received, tracked, and securely recorded.
- Police & FGM: Refer cases to the police where a crime may have been committed involving a child. Ensure statutory obligations are met by recording and reporting confirmed cases of Female Genital Mutilation (FGM) to the police.
- LADO & Staff Concerns: Liaise closely with the Headteacher/Line Manager and the Local Authority Designated Officer (LADO) on child protection matters concerning school staff or volunteers.
- Early Help: Undertake, coordinate and maintain oversight of all early help assessments for identified pupils and their families.
- Children Missing Education (CME): Support and advise formal referrals to the Local Authority under 'Children Missing in Education' statutory requirements.

2. Prevent Duty & Countering Radicalisation

- In accordance with the Prevent Duty Guidance and Channel Duty Guidance, assume responsibility as the primary institutional point of contact for radicalisation concerns:
- Advise and coordinate all internal Prevent Duty procedures, creating and maintaining a school-specific Prevent risk assessment and strategy.
- Oversee, advise and handle referrals to the Channel programme and Channel Police Practitioners, supporting front-line staff throughout the process.
- Implement and track an ongoing Prevent training schedule for all staff and volunteers, monitoring the secure storage of related records.

3. Working with Staff, Parents, and Agencies

- Staff Support: Act as the primary source of support, advice, and expertise to all teaching and non-teaching staff on safeguarding assessments and referral choices.
- Safeguarding Partners: Act as the principal point of contact, where appropriate, with the three statutory safeguarding partners, local authorities, and multi-agency forums.
- Parent Communication: Ensure parents are fully aware of the school's safeguarding responsibilities, child protection policies, and legal obligations regarding social care referrals.
- Internal Collaboration: Work proactively with the SENCO, Attendance Lead, IT Lead, Behaviour Lead and mental health practitioners to address systemic student vulnerabilities.
- External collaboration: Work proactively with Alternative Provisions (such as The Rosewood School and PRUs) and other schools.

Job Description

4. Information Sharing & Child Protection Files

- Maintain meticulously organised, secure, and GDPR-compliant electronic child protection records on Bromcom.
- Oversee the safe, secure, and rapid transfer of child protection files to new provisions when pupils leave the school, ensuring files are transferred separately from the main pupil file and that official receipt confirmations are obtained.

5. Driving Safeguarding Awareness & Training

- In liaison with the Governing Body and SLT, ensure the Swale Academies Trust's Safeguarding and Child Protection policy is comprehensively reviewed, shared with staff and made publicly available.
- Design and deliver high-quality safeguarding inductions for new staff, volunteers, apprentices, governors, and supply teachers.
- Source and monitor statutory annual safeguarding refresher training for all personnel, keeping extensive logs of staff comprehension and completion.

6. Vulnerable Student Outcomes & Academic Support

- Champion a culture of high aspirations for pupils experiencing or emerging from child protection and welfare intervention.
- Review attendance metrics, collaborating heavily with the Attendance Team and external agencies to identify and mitigate persistent absence risks among vulnerable student demographics.
- Monitor academic progress overviews for children in need, ensuring safety themes (anti-bullying, online boundaries) are taught dynamically within the curriculum.

7. Safer Recruitment, Audits and Compliance

- Complete and apply formal Safer Recruitment training to assist the school business/office management in reviewing and managing the Single Central Record (SCR).
- Compile and deliver robust data summaries and termly safeguarding compliance reports for the Headteacher, Executive Leadership, and Governing Body.
- Collaborate with the Safeguarding Governor to fulfill the Local Authority annual safeguarding self-assessment audit.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

Person Specification

Qualifications & Statutory Compliance	Essential / Desirable
GCSE in English and Mathematics (Grade C/4 or above) or equivalent standard.	E
Current advanced Designated Safeguarding Lead qualification, or proof of an accredited multi-agency safeguarding leadership qualification.	E
Evidence of completion or clear willingness to complete Safer Recruitment, Prevent/WRAP, and Channel training modules.	E
Appointment is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check with a Child Barred List check, alongside right-to-work validation.	E (Statutory Requirement)
Professional Experience	
Proven track record working directly with children, parents and families facing severe distress, crisis, or complex socioeconomic challenges.	E
Direct, demonstrable experience functioning as a DSL or DDSL within an education or youth-focused setting.	E
Deep operational experience collaborating with external agencies, managing child protection case conferences, and leading Section 47 Core Group updates.	E
Extensive experience in creating, archiving and managing highly sensitive, confidential case notes.	E
Experience utilising dedicated school safeguarding software (e.g., Bromcom) and supporting children with complex mental health needs or SEND.	D
Knowledge, Capabilities, and Skills	
Comprehensive, working mastery of statutory UK safeguarding frameworks, including Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children, data protection/GDPR mandates, and the Children Act 1989.	E
Ability to quickly recognise structural vulnerabilities and intersectional risks unique to children with Special Educational Needs and Disabilities (SEND), including targeted exploitation, grooming, and specialised online bullying.	E
Advanced written and verbal communication skills, with an ability to distill highly confidential, sensitive, or challenging dynamics into clear, objective chronologies and reporting formats.	E
Expert ICT proficiency alongside an understanding of institutional online safety parameters (including filtering, monitoring systems, and digital safety parameters).	E
A clear capacity to evaluate internal school practices, challenge poor staff behavior or procedural delays, and escalate concerns appropriately through the SLT.	E
Personal Attributes	
Excellent interpersonal attributes, demonstrating emotional intelligence, empathy, resilience, and a proven capability to de-escalate confrontational parents or situations.	
An unwavering belief in promoting child voice, actively ensuring that children's feelings, perspective, and emotional realities guide school protection efforts.	
Excellent organisation and time-management competencies, enabling effective prioritisation while managing demanding case files under structural pressure.	



Working at The Sittingbourne School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

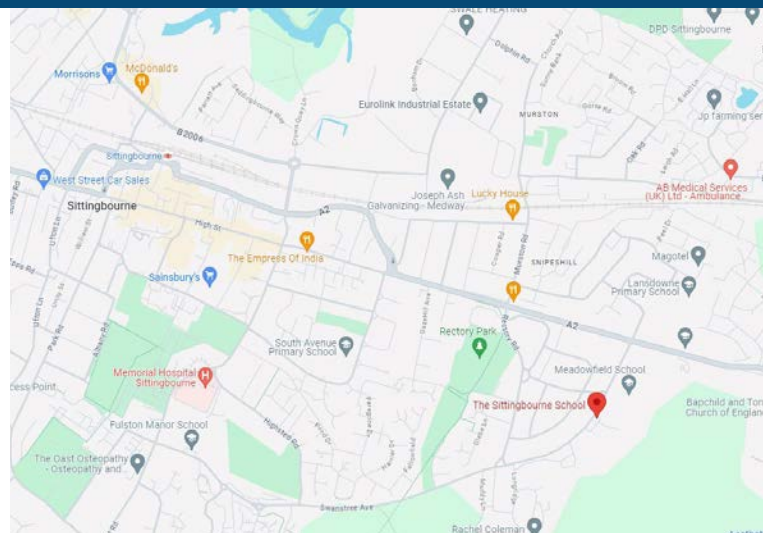
Finding Us

The Sittingbourne School
Swanstree Ave, Sittingbourne ME10 4NL

01795472449
tss-office@swale.at

Closest Train Station: Sittingbourne Station
Approx. 29-minute walk or 15-minute Bus

Closest Bus stop:
The Sittingbourne School - 355, 371F, 371Q, 371S
Vincent Road - 355, X3
Swanstree Avenue - 328, 334, 370S, 371R, 372U, 647, IB2





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to sarah.scottdrysdale@swale.at or by post to the following address:

Miss Sarah Scott-Drysdale
The Sittingbourne School
Swanstree Avenue,
Sittingbourne
Kent
ME10 4NL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Sittingbourne School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



Swale ACADEMIES TRUST

