

JOB DESCRIPTION

DESIGNATED SAFEGUARDING LEAD (DESIGNATE)

Working as Deputy DSL under the direction of the DSL for the first year, then taking over the DSL role in full from September 2024.

RESPONSIBLE TO: Deputy Headteacher (DSL) – Year 1
Principal – Year 2, on taking over the full DSL responsibilities

RESPONSIBLE FOR: **Year 1** - Supporting the work of the DSL through sharing responsibility for the safeguarding and wellbeing of all students and for ensuring that all staff are equipped to fulfil their own safeguarding duties.

Year 2:

To be the Designated Safeguarding Lead as well as the lead for:

- Mental health
- Whole school attendance (Years 7 – 11)
- Online Safety
- Looked After Children
- Safeguarding training for staff

MANAGEMENT OF PEOPLE

Leading the Safeguarding Team and School Counselling Service and working closely with other team members whose work contributes to the school's safeguarding, mental health and attendance provision (see below):

Working closely with the DSL in Year 1 to ensure readiness to take over direct line management of key staff in September 2024, including:

- Student Welfare Officer (Looked After Children)
- Student Welfare Officer (Sixth Form)
- Senior School Counsellor
- Education Welfare Officer

Working closely with the DSL in Year 1 to ensure readiness to take over direct management of external agencies working with pupils in school in September 2024, including:

- School Based Social Worker
- Safer Schools' Officer
- School Nurse (NHS)
- Child Wellbeing Practitioners (CWPs)
- Catch 22 (counselling and Smoking Cessation Advisor)
- SPECTRA (sexual health and emotional wellbeing)
- CAMHS

Generic leadership duties

Policy and Leadership

1. To be a member of the Extended Leadership Team from Year 2 and be proactively involved in whole school planning for improvement.
2. To participate in school events as appropriate, and in particular in Assemblies, Presentation Evening, Open Evenings and other whole school functions.
3. To have regard to all school and departmental policies to ensure the health, safety and welfare of pupils and staff
4. To attend the appropriate Governing Body meetings and meetings of its committee to offer professional support and advice
5. To assist in the selection of staff for appointment in the school
6. To be responsible for keeping the following policies up to date from Year 2, including regular review with colleagues and governors:
Safeguarding and Child Protection (including LAC)
Mental Health
Attendance
Anti-Bullying
Online Safety
Drugs Misuse
Positive Handling

Specific Leadership duties

SAFEGUARDING

7. Working with the DSL in Year 1 and then taking over responsibility in Year 2 for advising on all Child Protection and Safeguarding matters; being accountable for the processes surrounding the school's safeguarding referrals systems and ensuring that all staff are equipped to fulfil their own safeguarding duties. This role requires the post-holder to support the DSL in fulfilling the requirements specified in 'Keeping Children Safe in Education' September 2022 and any successor documents or updates provided by the government for year 1 and taking over responsibility in year 2. *(see Appendix for full roles and responsibilities as defined by Keeping Children Safe in Education)*
8. To be the Designated Teacher for Looked After Children wef September 2024

9. To ensure up to date knowledge on specific safeguarding topics affecting young people and services available by attending regular safeguarding training and reading all relevant key documents; to facilitate training for school safeguarding and pastoral staff
10. To be on call throughout the school day to respond to safeguarding and Child Protection alerts and participate in arrangements for managing incidents that arise outside the school day.
11. To respond in a timely manner to contacts made on non-working days where necessary to secure appropriate strategic oversight and decision making.
12. Investigating and following up incidents and disclosures from students
13. Working closely with the schools pastoral teams to ensure that safeguarding procedure are implemented effectively
14. Maintaining and updating the school's Child Protection Register
15. Advising all staff on their Child Protection responsibilities including through the delivery of training as and when required
16. Liaising with parents and external agencies as and when required
17. Keeping full and up to date records of Child Protection cases
18. Co-ordinating and/or attending TAC and TAF meetings and child protection planning and review meetings
19. Acting as school lead for students subject to CP or CIN plans (or allocating appropriate other safeguarding staff)
20. Contribution to the preparation of Pastoral Support Plans (where relevant)
21. To be the designated link for all outside agencies working with children and young people in school including (but not limited to) the Safer Schools' Officer; the School Based Social Worker and the School Nurse; CAMHS
22. To provide regular reports for SLT, Directors, Governors and the School Improvement Partner on all of the above.
23. Taking over lead responsibility for Safeguarding in 2024.

ATTENDANCE

24. Supporting the DSL in their responsibility for the school's systems and arrangements for managing attendance in Key Stage 3 and 4 and to liaise with the Head of Key Stage 5 as and when necessary. This will include line managing relevant staff and developing systems to monitor and improve attendance.
25. To provide regular reports for SLT, Directors, Governors and the School Improvement Partner on all of the above.
26. Taking over lead responsibility for attendance in 2024.

MENTAL HEALTH

27. Supporting the DSL in their responsibility as Designated Senior Lead for Mental Health supporting with the whole school approach to mental health, including preventative work; mapping curriculum and pastoral delivery; promotion of good mental wellbeing and resilience amongst students and staff as well as responsive action through the School Counselling Service and outside agencies.
28. To attend regular mental health training to ensure up to date knowledge on mental health issues affecting young people and services available and to facilitate training for school staff
29. Taking over lead responsibility for Mental Health in 2024.

WIDER TRUST RESPONSIBILITIES (from Year 2)

30. To assist in the development of a Trust wide arrangement to enable good practice in safeguarding provision to be regularly shared between Trust schools.
31. To be a key link in the accountability chain to the Board of Directors by ensuring that the Trust-wide systems are implemented effectively and to prepare reports on activities and events for the Directors' Safeguarding and Wellbeing Committee.
32. To undertake any other duties that may be required