

## **Job Description & Person Specification**

<b>1. JOB TITLE</b>	<b>Designated Safeguarding Lead</b>
<b>2. GRADE</b>	<b>R7</b>
<b>3. DBS REQUIREMENTS</b>	<b>Enhanced</b>
<b>4. Hours</b>	<b>36 hours per week, term time plus 1 week.</b>
<b>5. SUPERVISED BY</b>	<b>Deputy Principal</b>
<b>6. SUPERVISION EXERCISED</b>	<b>Directly: Small team of PALS/Safeguarding staff Indirectly: Induction of staff</b>
<b>7. CONTACTS</b>	<b>Internal: Staff and students External: Families, Social services, Youth offending service, Other external agencies</b>

### **Job Description**

#### **Key objective of the role:**

The DSL is legally responsible for dealing with safeguarding issues, providing advice and support to staff, liaising with families, the Local Authority, working with a range of other agencies, and maintaining meticulous records of all safeguarding activities.

#### **Areas of responsibility:**

##### *Leadership and management*

- To lead the school's Safeguarding policy and practice
- To lead the safeguarding team and chair weekly safeguarding risk and review meetings
- To sit on SLT meetings

##### *Policy and procedure:*

- Act as a champion of the school's safeguarding policy and procedures by ensuring all staff have access to and understand them.
- Inducting new members of staff with regard to the school's safeguarding policies and procedures.
- Work with the SLT to ensure the school safeguarding policy is updated and reviewed annually.
- Ensuring parents see copies of the safeguarding policy to avoid potential conflict later

*Reporting concerns:*

- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately to disclosures or concerns relating to the well-being of a child
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Lead the Safeguarding team to ensure all reporting is up to date and accurate
- Liaise with the SLT and Principal to inform them of any issues and ongoing investigations
- Liaise with the Governor with safeguarding responsibilities
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely
- When students move school, ensure their safeguarding file is sent to the new establishment immediately and securely
- Refer cases to the Local Authority Prevent Officer where there is a radicalisation concern as required

*Multi Agency working:*

- Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions for the school from planning and intervention meetings are carried out and monitored
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings
- Discuss with parents/carers, and if they are in agreement liaise and coordinate with colleagues and outside organisations to refer to Early Help as soon as a problem emerges.
- Ensure that actions for the school resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated

*Training:*

- Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately
- Attend relevant training every 2 years and on an annual basis attend forums/roadshows to reinforce and enhance Safeguarding knowledge and practice
- Represent the school at forums and disseminate the information to colleagues
- Ensure the Safeguarding team and all DDSLs are Level 3 safeguarding trained

*Knowledge and skills:*

- Act as a source of support, advice and expertise within the school
- Have a working knowledge of how the Surrey Local Safeguarding Children Partnership operates
- Ensure that staff members are following up to date procedures in line with National and Local expectations
- Act with integrity; maintaining confidentiality at all times

*Other duties:*

- Adhere to the school Equal Opportunities policy.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part of Orchard Hill College & Academy Trust's pre-employment checks**

# Person Specification and Selection Process

## Deputy Designated Safeguarding lead

This person specification will be used for recruitment to the Deputy Designated Safeguarding lead role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

<b>QUALIFICATIONS (list)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Educated to GCSE standard in English and Maths	√		Application/ Checked certificates
<b>STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Level 3 Safeguarding training	√		Application/ Checked certificates
<b>EXPERIENCE (describe)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Experience of managing safeguarding in a school or other relevant organisation	√		Application/ Interview
Demonstrable evidence of developing and implementing strategies to help children and their families	√		Application/ Interview
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	√		Application/ Interview
Experience of providing training, guidance and support to others.	√		Application/ Interview
Able to establish good collaborative relationships and networks	√		Application/ Interview
Line Management of staff	√		Application/interview
<b>KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	√		Application/ Interview
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	√		Application/ Interview
Awareness of local and national agencies that provide support for children and their families	√		Application/ Interview
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	√		Application/ Interview

Effective communication and interpersonal skills	√		Application/ Interview
Ability to build effective working relationships with staff and other stakeholders	√		Application/ Interview
Commitment to ensuring the safety and welfare of children	√		Application/ Interview
Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	√		Application/ Interview
Ability to work under pressure and prioritise effectively	√		Application/ Interview
<b>COMPETENCES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
<b>“Can do” positive attitude</b> Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	√		Application/ Interview
<b>Takes responsibility and delivers results</b> Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	√		Application/ Interview
<b>Takes ownership of personal development</b> Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√		Application/ Interview

As part of Orchard Hill College & Academy Trust’s pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.