

Responsible to:	Deputy Headteacher (Strategic DSL)
Responsible for:	Ensuring that Safeguarding and child protection arrangements are effective, responsive and compliant with statutory guidance.
Salary:	Support Staff Pay Scale: Grade 8
Contract length:	Permanent

Purpose of the Role:

The Designated Safeguarding Lead (DSL) plays a key operational role in ensuring that safeguarding and child protection arrangements are effective, responsive and compliant with statutory guidance. Working closely with the Deputy Headteacher (Strategic DSL), the Headteacher and other senior leaders, the postholder will provide expert advice and support to staff, manage safeguarding concerns and referrals, liaise with external agencies, and ensure that children and young people are protected, supported and able to achieve positive outcomes.

The role requires high levels of professional judgement, emotional resilience and a strong commitment to safeguarding as everyone's responsibility.

Main Tasks and Responsibilities:

Key aims:

- To exhibit energy, commitment and passion for safeguarding children and young people.
- To ensure safeguarding concerns are responded to promptly, effectively and proportionately.
- To provide triage, intervention and support for students who may be at risk of harm.
- To support a strong, embedded safeguarding culture across the school.
- To model best practice and act as a source of expertise for staff.
- To work flexibly, including attendance at meetings outside normal hours and term time where necessary.

Key responsibilities:

Safeguarding Leadership and Practice:

- Work closely with the Deputy Headteacher (Strategic DSL) to ensure statutory and effective safeguarding procedures are in place and are consistently applied.
- Work closely with the Deputy Headteacher (Strategic DSL) to promote a whole school culture where safeguarding is understood as everyone's responsibility.
- Collect, analyse and use safeguarding data to inform priorities and service improvement.
- Provide training, advice, guidance and support to staff regarding safeguarding concerns and thresholds.

Main Tasks and Responsibilities:

- To work closely with members of the wider Pastoral and Inclusion Team and relevant stakeholders, ensuring communication is effective.
- Support the induction of new staff with regard to safeguarding responsibilities.
- To act as a link between home and school, helping to secure access to education and regular school attendance.
- Support parents in conjunction with the wider Pastoral and Inclusion Team to develop and implement strategies in behaviour management, boundary setting and communication.
- Support parents to maintain positive relationships with school staff and mediating where there is danger of communication breakdown.
- Support the Transition and Sixth Form teams to support the transition and induction of new students into the school.

Policy and Procedure

- Ensure the school Safeguarding policy is updated and reviewed annually and made available to all staff and parents.
- Act as a champion of the school's safeguarding policy and procedures.
- Induct and support new members of staff with regards to the school and Cheshire East safeguarding policies and procedures.

Reporting Concerns:

- Ensure accurate, detailed and timely recording of safeguarding concerns using the school's safeguarding system (CPOMS).
- Identify signs of abuse, neglect or vulnerability and respond appropriately to concerns and disclosures.
- Manage and triage safeguarding referrals to ensure timely and appropriate action
- Make referrals to Children's Social Care and other agencies in line with local and national guidance.
- Liaise with the Deputy Headteacher (Strategic DSL) regarding ongoing concerns and investigations as appropriate
- Ensure safeguarding records kept up to date, regularly reviewed and transferred promptly and when students move school.

Working with Students and Families:

- Work directly with children and young people who are at risk of harm, providing support and intervention.
- Act as a link between home and school to promote engagement, attendance and access to education
- Support parents/carers alongside pastoral teams to develop strategies for behaviour management, communication and boundary setting
- Build trusting and effective relationships with families, including those who may be hard to reach
- Conduct home visits where required to support the attendance and ongoing engagement of students.

Multi Agency working:

- Attend and contribute to multi agency meetings, including Child in Need, Child Protection conferences, planning and review meetings.
- Liaise with external professionals and agencies to coordinate support for vulnerable students.
- Complete Early Help Assessments and act as Lead Professional where appropriate.
- Ensure agreed actions are clear, SMART and followed through in a coordinated way which may include delegating and quality assuring actions completed by colleagues.
- Monitor and review the impact of interventions to ensure they achieve the intended outcomes.

Main Tasks and Responsibilities:

Training, Advice and Professional Development:

- Working alongside the Deputy Headteacher (Strategic DSL), ensure all statutory safeguarding requirements are met by all staff at the beginning of each academic year.
- Work with the HR Team to ensure that all relevant staff training is appropriately recorded.
- Ensure all staff have a safeguarding induction and frequent updates so that they can recognise and report any concerns immediately.
- Attend relevant training on an annual basis to reinforce and enhance Safeguarding knowledge and practice.
- Represent the school at Designated Safeguarding Leads meetings and disseminate the information to colleagues.
- Attend regular safeguarding training and professional development to maintain up to date knowledge.
- Represent the school at safeguarding and multi-agency meetings when required and share information appropriately with colleagues.

General duties

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- To promote and actively comply with the school's policies, including the Health and Safety policy.
- To liaise with the Health and Safety team and take part in the annual risk assessment process. This involves identifying potential hazards, assessing the risks associated with these hazards, and implementing measures to control or mitigate these risks.
- Carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.
- To provide cover supervision/curriculum support where necessary.
- To organise and take part in extra-curricular provisions as relevant.
- To take part in regular training including termly cyber security awareness training.
- To attend school and relevant wider based training sessions as required or necessary.
- To attend team meetings and undertake duties and responsibilities as directed by the Headteacher or Deputy Headteacher (Strategic DSL).
- To fulfil the needs of the wider Pastoral and Inclusion Teams by working in partnership with the Deputy Headteacher (Strategic DSL), parents and relevant outside agencies.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters to ensure the integrity of all data held in the school.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Signed :

Date: