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|  | Deanes_School Badge    CMAT Icon RGB  Job Description: ***CMAT Icon RGB***Deputy Designated Safeguarding Lead (DDSL) |
| Post Title: | Deputy Designated Safeguarding Lead (DDSL) |
| Salary: | Scale - 7 |
| Contract: | Permanent (term time only) Full time |
| Reporting to: | Deputy Headteacher (DSL) |
| Liaising with: | Senior Leadership Team and Teaching / Support Staff |
| Purpose of the role: | To support the academy’s Designated Safeguarding Lead for safeguarding and child protection. Assisting the lead to act as a source of support advice and expertise for staff within the school for child protection and safeguarding. |
| Duties: | * Be familiar with, and understand and apply the academy’s Child Protection and Safeguarding Policy appropriately. * Assist with responsibility for safeguarding and child protection within the school * Assist the Designated Safeguarding Lead with raising awareness of the academy’s child protection policies as appropriate, in line with Keeping Children Safe in Education as amended from time to time, ensuring they are understood and used appropriately. * Assist with the review process of the child protection and safeguarding policy and any other related policies. * Refer cases (or support staff making referrals), to the family operations hub. Where there is a radicalisation concern, to the appropriate Channel panel. * Liaise with the Designated Safeguarding Lead, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns. * Ensure child protection files are transferred as appropriate in line with the Keeping Children Safe in Education as amended from time to time. * Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skills is maintained. * Provide cover for the Designated Safeguarding Lead as required. * Plan the delivery of appropriate intervention programmes for students presenting with mental health issues and or social, emotional concerns. * Work with students to support them with emotional difficulties, self-esteem and relationship difficulties (e.g. help pupils to develop strategies) and ensure that accurate case records are kept. * Provide support, advice and strategies to parents/carers and staff. * Write accurate reports, deal effectively with referral forms, and attend meetings and case reviews. * Complete Section 17 reports when required to do so. * Represent the Academy at child protection meetings, Core Group Meetings and Team around the family meetings as required. * Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding. * Be available to staff |
| Monitoring Impact | To support SLT by:   * Recording appropriate information on MyConcern. * Preparing data to be used in reports to a range of stakeholders * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager * To comply with individual responsibilities in accordance with the role, for health and safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment   The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade |

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| Knowledge/Qualifications |  |  |
| Educated to NVQ Level 3 or equivalent |  | \* |
| GCSE Maths & English Grade C and above | \* |  |
| Experience |  |  |
| Experience of using the Sims database |  | **\*** |
| Experience of administrative work in a busy school environment |  | **\*** |
| Experience of working with children | **\*** |  |
| Skills |  |  |
| Good organisational skills | **\*** |  |
| Effective behaviour management | **\*** |  |
| An ability to demand high expectations | **\*** |  |
| Ability to work independently and be a team player | **\*** |  |
| The ability to meet deadlines | **\*** |  |
| Good Communication and ICT Skills | **\*** |  |
| Behaviour & other related characteristics |  |  |
| Take initiative | **\*** |  |
| Is self-motivated | **\*** |  |
| Work in ways that promote equality of opportunity, participation, diversity and responsibility | **\*** |  |
| A commitment to abide by and promote The Deanes School Equal Opportunities, Health and Safety and Child Protection Policies | **\*** |  |
| A commitment to the ethos and values of The Deanes School | **\*** |  |
| To display a responsible and co-operative attitude to working towards the achievement of The Deanes School’s aims and objectives | **\*** |  |
| An ability to respect sensitive and confidential work | **\*** |  |
| Commitment to own personal development and learning | **\*** |  |
| The post holder will require an enhanced DBS | **\*** |  |

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