



## Inspiring Futures through Learning

**Role Title: Deputy Designated Safeguarding Lead**

**Accountable to: Head of Safeguarding**

**Grade: H**

### **Purpose of job**

Working closely with the Head of Safeguarding, the Deputy Designated Safeguarding Lead (DDSL) will lead on the provision of consistent safeguarding supervision for leaders and their teams. This will involve providing expert coaching, evidence-based advice, and guidance on matters relating to safeguarding and mental health. The DDSL will lead on the implementation of IFtL's Wellbeing & Mental Health Strategy and contribute to a range of compliance, advocacy, and quality assurance initiatives, ensuring that the highest standards of safeguarding are maintained. This role stands as a cornerstone in IFtL's firm commitment to safeguarding and championing the wellbeing of every child, whilst also ensuring that teams receive the highest quality support and guidance.

### **Responsibilities**

1. Manage the provision and deliver coaching and safeguarding supervision to designated safeguarding leads and their teams.
2. Monitor the quality of safeguarding record management (child protection files), including safer recruitment (Single Central Record), across IFtL, providing objective, independent assurance to DSLs, Headteachers, Executives and Trustees in relation to statutory compliance.
3. Act as a lead for providing information, advice, and guidance to leaders to support them to develop and maintain a strong culture of safeguarding, acting as a point of contact when issues require escalation.
4. Advocate for schools who are escalating concerns or formally challenging partner agencies, taking all possible steps to ensure that children receive the right help at the right time.
5. Develop, with the Head of Safeguarding, Safeguarding briefings, policies and training.
6. Attend, and minute, DSL Network Meetings.
7. Lead on the effective delivery and monitoring of the IFtL Wellbeing & Mental Health Strategy.
8. Support with the delivery and monitoring of the IFtL Safeguarding Strategy.
9. Support with the delivery of the Safeguarding Learning and Improvement Framework.
10. Contribute to academy- and trust-level internal and external safeguarding reviews, including Ofsted inspections, S175 Audits, Child Safeguarding Practice Reviews, Child Death Reviews and/or Domestic Homicide Reviews.
11. Provide support in relation to safeguarding-related investigations, including complaints.

12. Manage, in conjunction with relevant departments, the delivery and evaluation of safeguarding related training.
13. Manage the collation of management information from all academies and contribute to the formation of Safeguarding reports to trustees.
14. Undertake a range of ongoing quality assurance activities in relation to Alternative Provision, Children Missing from Education, Elective Home Education, Reduced Timetables, Permanent Exclusions and the removal of children from roll.
15. Undertake a range of quality assurance activity in relation to permanent exclusions.
16. Provide advice and guidance outside of office hours in exceptional circumstances.
17. Deputise for the Head of Safeguarding when required.
18. Any other duties as deemed appropriate.

### **Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such this will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### **Student Care Role**

- The post holder will follow the Trust's procedures for safeguarding and child protection.
- All issues arising from direct or indirect contact are to be taken to the appropriate Trust's Designated Safeguarding Lead.

### **Training and Development**

Training and development will be given to ensure that the post holder is able to carry out their job and will play a full and active part in the DDSL's role.

### **Communication**

The post holder will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Trust premises and when they are engaged in authorised Trust activities elsewhere.

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the IFTL will commit to:

- providing a courteous and efficient service to students and staff at all times

- using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## **Performance Management**

The post holder will be subject to IFtL's Performance Management arrangements as set out in the relevant policies.

## **Appraisal**

The post holder will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

## **Work Profile**

- To adhere to school, Trust and local and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to adult and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend relevant meetings.
- To maintain confidentiality.
- Willingness to adjust working arrangements to meet day to day service demands.
- Travel is a requirement of this post. A driving licence and access to a car is a requirement.

*IFtL benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive.*

## **Other information**

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's

safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## PERSON SPECIFICATION

Skills and Knowledge by;		Level		Assess
<i>Attainable</i> Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time			A	A Applicat ion I Intervie w T Testing R Referenc e
<i>Desirable</i> Applications will be preferred from candidates with the denoted qualifications			D	
<i>Essential</i> Applicants without the denoted qualifications or experience will not be considered for this role			E	
<b>Qualifications</b>	Degree or other qualification in education or social work field or equivalent experience	X		A
<b>Skills / Experience</b>	Experience of managing safeguarding in a school or other relevant organisation	X		I, R
	Staff / team management		X	I, R
	Experience of liaising with external agencies and professionals on child protection matters	X		I, R
	Experience of referring cases of suspected abuse to external agencies including relevant paperwork	X		I, R
	Detailed understanding of the principles with regard to Safeguarding of Children	X		I, R
Competencies by;		Level		Assess
<i>Awareness</i> Demonstrable aptitude and ability to develop in the particular work area			A	A Applicat ion I Intervie w T Testing R Referenc e
<i>Significant</i> Clear competence in the work element sufficient for all role requirements			S	
<i>Extensive</i> Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			E	
<b>Planning and organising work</b>	Appreciation of reporting deadlines and shifting priorities within the Trust and with external agencies.	X		I
<b>Planning capacity</b>	Ability to develop Safeguarding briefings, policies and training.		X	I
<b>Influencing and interpersonal skills</b>	Ability to work with a range of people with the aim of ensuring the safety and welfare of children with effective communication and interpersonal skills	X		I, R
	Influencing skills with colleagues, trustees governors and others in relation to introducing change.		X	I

<b>Using initiative</b>	Awareness of potential for improvement and development. Initiating and driving through change in partnership with the Safeguarding team		X		I
<b>Working independently</b>	Ability to work autonomously under pressure and prioritise effectively.	X			I
<b>Managing people</b>	Manage the provision and deliver coaching and safeguarding supervision to designated safeguarding leads and their teams		X		I, R
	Ability to build effective working relationships with staff and other stakeholders	X			I, R
<b>Monitoring and audit skills</b>	Act as a lead for providing information, advice, and guidance to leaders.	X			I, R
	Undertake a range of ongoing safeguarding reviews and quality assurance activities.	X			I, R
	Monitor the quality of safeguarding record management.		X		
<b>Managing risk</b>	Awareness of child protection guidelines as they impact upon the non-teaching functions within the school. General health and safety throughout the school.	X			I
<b>Managing oneself</b>	Awareness of personal development opportunities.		X		I
	Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the Trust	X			I, R
<b>Additional Factors</b>	A supportive and empathetic approach to students and the ability to relate well to staff.	X			I, R
	Enthusiasm and commitment for the post.	X			I, R
	Act with integrity, honesty, loyalty and fairness to safeguarding and the reputation of the Trust	X			I, R