



CEDARS
UPPER SCHOOL

Cedars Upper School
Mentmore Rd, Linslade
Leighton Buzzard
Bedfordshire, LU7 2AE
01525 219300

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CEDARS UPPER SCHOOL JOB DESCRIPTION

JOB TITLE: Deputy Designated Safeguarding Lead

GRADE: Level 5

RESPONSIBLE TO: Assistant Headteacher

JOB PURPOSE:

To work under the direction of the Assistant Headteacher to ensure that the school exceeds expectations for safeguarding good practice in all areas and to be responsible for the delivery and co-ordination of high-quality early intervention for children and their families.

Main duties and responsibilities:

1. Ensure there are procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at Cedars Upper School.
2. Responsible for whole school Child Protection/Safeguarding working to LSCB guidelines.
3. First responder for all safeguarding incidents on a daily basis including taking the initial concern, responsibility to decide on next appropriate action required in collaboration with the Assistant Headteacher and as required liaison with parents, external services, Children's Services or Police.
4. Point of contact for Relay scheme and for taking appropriate action.
5. Ensure all incidents, actions, decisions and information sharing is recorded with the chronology adhering to school policy and legislation, evidencing that all outcomes are completed.
6. Supports the Assistant Headteacher (Inclusion) with whole school Child Protection/Safeguarding training for all staff and delivery, including new starters, to ensure all safeguarding policies and legislation are adhered to
7. Providing assistance and guidance for safeguarding matters when required.
8. Completion of referrals to social care, MASH referrals, attendance at Child Protection conferences and other professional meetings - Core Groups, CIN and Strategy meetings.
9. Supports the Assistant Headteacher (Inclusion) with support for Looked after Children.
10. Responsible for the guidance around EHA forms, chairing TAF meetings and completing review minutes, ensuring actions are taken forward for vulnerable students who do not meet MASH criteria and where there are safeguarding concerns

HEADTEACHER: MR MARK GIBBS
WWW.CEDARSUPPERSCHOOL.ORG.UK



**CHILTERN
LEARNING
TRUST**

Part of the Chiltern Learning Trust (A company limited by guarantee).
Registered in England and Wales. Company registration number: 7559901.
Registered office: Denbigh High School, Alexandra Avenue, Luton, Bedfordshire, LU3 1HE



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11. Gathering of transition information on safeguarding and vulnerable students.

12. External agency liaison – Social Care, Police, EWO, School Nurse, CHUMS, CAMHS - and appropriate challenge of decisions made by other agencies if conclusions reached are not appropriate for the young person or family to have a positive outcome

13. Meeting with parents to provide support and guidance.

14. Meeting with pupils relating to various issues/concerns, including supporting those with difficult and challenging home lives.

15. To advise and provide strategic direction of the provision of CP.

16. To use internal recording systems to monitor the achievement of CP and CIN children, in liaison with class teachers

17. To attend weekly line management meetings to discuss support for vulnerable children and carry out actions to address difficulties.

To act as lead professional in the delivery and co-ordination of high-quality early intervention for children and their families with emerging complex needs which puts them at risk or being excluded from their families and education

To use skills of assessment, engagement and change management to improve outcomes for children.

To receive and coordinate referrals, arranging action and reviewing services for children and families. To work alongside the Assistant Headteacher (Inclusion) and Pastoral Support Worker to assign cases for vulnerable children ensuring that their needs are being met.

To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

To set up and develop the use of ICT systems to monitor CP children including the use of Bromcom .

To ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Cedars Upper School from planning and intervention meetings are successfully carried out and monitored.

To keep updated on services available to vulnerable families and support the Pastoral Support Worker to engage families with accessing these.

To be responsible for the identification of and support given to Young Carers.

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Keep abreast of the developments in the field of child protection by attending relevant training or events and reading relevant bulletins and publications.

Identify and support students who may benefit from input from the Medical Needs Tuition Team, completing referral documentation and collating health and additional information to support the referral. Arrange and attend Medical

Needs meetings (initial, PEP meetings), to support the creation and implementation of education plans.

Roles and responsibilities:

Manage a caseload of children and families this will include undertaking structured and persistent one- to one family support work to meet the child and family needs.

To carry out and oversee comprehensive whole family needs assessments and to work intensively with families to engage with those who are hard to engage.

Develop and maintain a range of strategies and resources to effectively engage children and families.

Attending Child in Need and Child Protection meetings under the direction of the Assistant Headteacher (Inclusion).

To ensure that all paperwork complies with the Ofsted safeguarding guidelines

Overseeing the school's child protection procedures – completion of MASH reports, monitoring of chronologies, provision map etc.

Preparing external referrals to all agencies (Child Protection, pastoral, behavioural, EWO)

To establish informal links with parents to strengthen home/school partnership.

To liaise with the Assistant Headteacher (Pastoral) to ensure that children are safeguarded through attendance.

To practice and promote fair and equal treatment of others throughout the course of performing all duties connected with this job description.

To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.

To undertake continuing professional development to develop skills relevant to duties and responsibilities

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To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

To undertake tasks of a similar nature and level, as directed by the Headteacher or Assistant Headteacher (Inclusion).

To follow the School Behaviour Policy.

Job descriptions will be reviewed annually at the time of the post holder's annual appraisal but may be reviewed at any time.

CONTEXT

Support staff are part of a whole school team. Each individual is required to support the values and ethos of the School and School priorities as defined in the School Improvement Plan.

This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006. Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post.

Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk 'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring services.

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

CVs will not be accepted for any posts based in schools.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected Desirable (D):- useful for choosing between two good candidates.

Attributes	Essential	How Measured	Desirable	How Measured
Education/ Qualifications	Educated to GCSE level including English and Maths at grades A*-C or equivalent	1,2,4	Qualification in word processing/keyboard skills	1,2,4
	Experience of school related software	1,2	Educated to A Level and ideally degree level	1,2,4
Experience	Safeguarding experience/practitioner	1,2	Previous experience of working in a school	1,2
	Experienced practitioner of supporting young people with mental health issues	1,2		
	Working with vulnerable young people in a support/advisory capacity			

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	<p>Considerable high-level administration experience in a variety of contexts</p> <p>Dealing with confidential, sensitive information</p>	<p>1,2,5</p> <p>1,2</p>		
Skills/Knowledge/Aptitude	<p>Good standard of IT Skills & MS Office, Word, Excel, Outlook and Internet Explorer</p> <p>Ability to communicate effectively to both internal & external customers</p> <p>Ability to deal with difficult and emotionally demanding situations on a frequent basis</p> <p>Evidence of maintaining and developing links with key support agencies in the local community</p>	<p>1,2,5</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>	<p>Good working knowledge of schools records systems</p> <p>Trained in Mental Health Safeguarding</p>	<p>1,2</p> <p>1,2,4</p>



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	<p>Experience in completion of EHA forms and evidence of family support training Knowledge and experiences of the Borough Council processes, i.e. MASH, EHA, Strategy Meetings, Child Protection Conferences, Core Group and CIN meetings, CLA reviews and PEP's and attendance meetings</p>	1,2		
	<p>Experience in working with vulnerable families using the multi-agency approach Effective decision maker and proven accountability for decisions taken Specialist knowledge of and evidence of training received in eating disorders, self-harm, trauma, suicide alertness, anger, cultural diversity, mental health issues, bereavement and loss, protective behaviours,</p>	1,2		
	<p>domestic violence, low mood, anxiety, CSE, FGM, HBV and forced marriages</p>	1,2,4		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (GDPR 2018)