**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**Deputy Safeguarding Lead**

37 hours per week, 40 weeks per year

Salary range Grade I Point 22 – 26 (£32,654 - £36,124)

£28,913 - £31,986 (actual salary)

The Deputy Safeguarding Leader post is a lead role within the support, care and guidance system of the school, overseeing the safeguarding and welfare of the student body.

The Deputy Safeguarding Leader will work directly with the Assistant Headteacher, the Pastoral leaders, and the Behaviour and Engagement Leader within the support, care and guidance team as well as with outside agencies, other senior staff, students and their parents.

**Main duties**

**Managing referrals**

* Refer cases of suspected abuse to the local authority children’s social care
* Support staff who make referrals to local authority children’s social care
* In liaison with the DSL, refer cases to the Channel programme where there is a radicalisation concern
* Refer cases where a crime may have been committed to the police
* Make appropriate referrals to other agencies to support children and families
* Keep detailed, accurate and secure written records of concerns and referrals
* Be aware of the relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
* Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners;

**Working with staff and other agencies**

* Ensure staff can access and understand the school’s child protection and safeguarding policy and procedures (especially new and part time staff)
* Inform the DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
* Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
* Act as a source of support, advice and expertise for staff
* Understand the assessment process for providing early help and intervention and act as lead practitioner on allocated cases
* Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
* Attend and contribute to child protection case conferences effectively when required to do so

**Training**

* Undergo training to develop and maintain the knowledge and skills required to carry out the role

Undergo Prevent training and be able to:

* Support the school or college in meeting the requirements of the Prevent duty
* Provide advice and support to staff on protecting children from the risk of radicalisation

Undergo training on female genital mutilation (FGM) and be able to:

* Provide advice and support to staff on protecting and identifying children at risk of FGM
* Report known cases of FGM to the police, and help others to do so
* Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
* Obtain access to relevant resources

**Staff**

* Support the training, induction and development of colleagues within the remit of safeguarding.

**Raise awareness**

* Ensure the school’s child protection policies are known, understood and used appropriately
* Ensure the safeguarding policy is available and easily accessible to everyone in the school community
* Ensure that parents are aware of the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
* Link with the local safeguarding children board to make sure staff are aware of training opportunities and the latest local policies on safeguarding
* Be alert to the specific needs of children in need, those with special educational needs and young carers
* Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff. Support culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.
* Encourage a culture of listening to children among all staff, ensuring that children’s feelings are heard where the school puts measures in place to protect them
* Understand the unique risks associated with online safety and ensure they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school

**Other areas of responsibility**

* Where children leave the school, securely transfer their child protection file to their new school as soon as possible, and within 5 working days, separately from the main pupil file
* Where children join the school, request the child’s safeguarding file and ensure the file is transferred in a timely manner
* Review safeguarding files when students join the school
* Contribute to the safeguarding reports for the governing board
* Model best practice and uphold the principles of confidentiality and data protection at all times
* Ensure a current knowledge of, and provide information to parents about, the relevant local services available to parents, children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
* To support school policy as appropriate, in particular relating to child protection, behaviour, confidentiality and health and safety issues
* Line management for the Safeguarding Support Worker and Attendance Officer
* Manage and support breakfast club for the allocated cohort of students

**THIS JOB DESCRIPTION** reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

You will be expected to ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, comply with policies and procedures relating to health and safety within the school and demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

**PERSONNEL SPECIFICATION**

**Deputy safeguarding Lead**

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| **CATEGORY ITEM** | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Work in supporting young people and their families. * Awareness of secondary education processes. * Awareness of statutory and recommended guidance in relation to safeguarding * Work in an office environment |  |
| Education and Training | * Evidence of commitment to professional development. * Good overall level of educational achievement | * Evidence of English and maths at level 2 * Qualifications relating to the use of ICT |
| Aptitudes | * Ability to set high standards and motivate students. * Ability to work cooperatively within the pastoral team |  |
| Disposition | * Committed and enthusiastic. * Enjoy working in a team. * Shows initiative. * Co-operative and flexible. * Empathy with students of all abilities and dispositions. * Sense of humour * Suitability to work with children and their families. |  |

December 2024