



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Deputy Designated Safeguarding Lead Recruitment Pack



JOB DESCRIPTION

JOB TITLE: Deputy Designated Safeguarding Lead (DDSL)

RESPONSIBLE TO: Designated Safeguarding Lead

HOURS: 37 hours

Contract: 40 weeks per year Term Time + INSETS + 2 weeks

SALARY: Scale 5 point 12-17 - (£27,711.00- £30,060.00) FTE (£24662.79 - £26753.40) Pro rata salary

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Future Academies Watford, Horseshoe Lane, Watford, WD25 7HW.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

OVERVIEW

The Deputy Designated Safeguarding Lead (DDSL) should be a committed and proactive member of support staff who will support our Designated Safeguarding Lead (DSL) in promoting and safeguarding the welfare of our students. The DDSL will play a crucial role in creating a safe and supportive environment where students can thrive academically and personally, both in school and online.

MAIN RESPONSIBILITIES AND TASKS

1. Pupils needing safeguarding

- To assist the DSL in the implementation of safeguarding policies and procedures
- To promote a culture of safeguarding within the school community, including ensuring all students know how to report concerns to a member of staff
- To ensure all staff are aware of their safeguarding responsibilities
- To maintain accurate and confidential records of safeguarding incidents and concerns on CPOMS
- To maintain an oversight of vulnerable children across the academy, attending multi-agency meetings, logging notes and completing actions required for relevant students
- To ensure risk assessments are in place, understood, and regularly evaluated for those in need
- To keep an accurate record of the school's safeguarding register
- To respond to safeguarding emergencies and incidents in a timely and effective manner
- To support the DSL in managing serious safeguarding concerns and incidents
- To work collaboratively with pastoral staff to identify risks and support at-risk students
- To ensure school is a safe space to learn, thrive and enjoy

2. Referrals

- To assist the DSL in referring all cases of suspected abuse to the local authority and children's social care
- To manage cases of child protection concerns, raised on the school's internal safeguarding system, including attending meetings and actioning points as required
- To liaise with external agencies and safeguarding partners regarding child protection cases (present or future), attending multi-agency meetings in preparation for – or addition to - referrals
- To keep relevant members of staff informed of safeguarding issues, especially in regards to S17 or S47 enquiries
- To keep an accurate list of referrals in and out of the academy
- To work closely with the DSL, pastoral teams, and other staff to ensure a cohesive approach to safeguarding referrals.

3. Training

- To hold valid level three safeguarding training qualification, updated every two years, in order to:
 - Understand early help and other locally agreed common assessment processes
 - Have a working knowledge of how local authorities conduct child protection cases, child protection reviews, and to be able to attend these effectively
 - Ensure each member of staff understands the school's child protection policy
 - To be able to lead safeguarding training to all staff, including to new staff and/or agency members of staff
 - To be alert to the specific needs of individuals, especially those with special educational needs
 - To be able to keep detailed, accurate and secure written records of concerns and referrals
 - To obtain and be able to share resources for CPD purposes
 - To encourage a culture of listening to children across the school

- To attend meetings in the Borough or County with the local safeguarding partners
- To work with the DSL to identify training needs for staff
- To work with the DSL in ensuring all staff have read and understood KCSIE, and that they have attended relevant safeguarding training

4. Compliance

- To assist the DSL in the maintenance of safeguarding compliance documents, including:
 - The academy's bullying log
 - The academy's referral tracker
 - The academy's safeguarding register
- To ensure safeguarding aspects of the website are compliant
- To work with the DSL on a number of school policies, ensuring these are legislatively accurate, embedded across the school, and are on the website (where appropriate). These could include: the school's safeguarding policy; the school's e-safety policy; the school's medicines policy; the school's anti-bullying policy etc.
- To work with the DSL to ensure the S175 is completed, retained, and sent to relevant partners
- To assist the DSL in sending safeguarding files to new destinations within 5 days of a child starting at a new school
- To keep an accurate log of incoming students and evidence of chasing schools for safeguarding files from them

5. Other safeguarding matters

- To deputise for the DSL when needed
- To assist in being responsible for updating safeguarding paraphernalia across the school, including posters, leaflets, displays etc.
- To work with other senior leaders in their positions to ensure safeguarding is effective across the school
- To hold relevant parent meetings or pastoral meetings and ensure accurate meeting records are kept and stored
- To ensure 'handover meetings' take place for children open to social care
- To work with the attendance team to ensure their safeguarding statutory duties are understood
- To liaise with health and safety leads to ensure safety of site is secure
- To liaise with the co-curricular leads to ensure staff are vetted and safeguarding continues into the enrichment programme
- To ensure all visitors to the academy understand how to report concerns about a child
- To participate in safeguarding reviews across the academy
- To work with the Trust's safeguarding lead, in partnership to secure effective safeguarding
- To operate at all times under the guidance found within KCSIE, Working together to safeguarding children and the staff code of conduct.

OTHER

- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on CPD.
- To observe and promote Equalities across the Trust.

- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the post as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

| No | Key Requirements | Essential | Desirable |
|---|---|-----------|-----------|
| QUALIFICATIONS | Right to work in the UK | ✓ | |
| | Courses of further study relevant to the post | | ✓ |
| | Academic qualification in the relevant subject | ✓ | |
| | Evidence of active involvement in professional development | | ✓ |
| KNOWLEDGE, SKILLS AND EXPERIENCE | Previous experiences as a DDSL, pastoral leader or equivalent | ✓ | |
| | Excellent communication and presentation skills | ✓ | |
| | Excellent use of IT systems such as excel, word, outlook | ✓ | |
| | Excellent knowledge of safeguarding legislation | ✓ | |
| | Experience using school-based systems such as Bromcom | | ✓ |
| | An understanding of and commitment to the ethos of the Academy and the wider trust | ✓ | |
| | Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust | ✓ | |
| | Tact, diplomacy, discretion and confidentiality at all times | ✓ | |
| | Ability to work to and achieve tight and /or changing deadlines | ✓ | |
| | Excellent organisational skills, ability to prioritise work for self and others | ✓ | |
| | Excellent team skills and the ability to network effectively | ✓ | |
| OTHER REQUIREMENTS | The ability to remain discrete when privy to confidential information | ✓ | |
| | Commitment to safeguarding and promoting the welfare of children and young people | ✓ | |
| | Willingness to undergo appropriate checks, including enhanced DBS checks | ✓ | |
| | Willingness to undertake further training | ✓ | |
| | Have a willingness to demonstrate commitment to the Future Academies values and behaviours | ✓ | |
| | Committed to Equality, Diversity & Inclusion | ✓ | |

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **3rd December 2024 at 08:00**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.