

Information for Prospective Candidates

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SEPTEMBER 15 2023

Gildredge House

**Position: Deputy Designated Safeguarding Lead Start
date: October 2023; Hours: 35 hours per week**

Deadline: Please refer to the website for closing date

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Deputy Designated Safeguarding Lead. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

CLOSING DATE: Please see website for closing date

START DATE: As soon as possible, following pre-employment checks

INTERVIEWS: In the week following the closing date

HOURS OF WORK: 35 hours per week, Term-time only plus paid holiday

Please note: applications will be screened and interviews may be offered before the closing date.

- Do you have excellent interpersonal skills and the ability to relate well to people on all levels?
- Are you highly organised, with the ability to remain calm under pressure?
- Do you have previous experience as a Safeguarding Lead or a similar role?
- Are you an energiser, able to demonstrate a positive mental attitude around the school and in all areas of your work?

If the answers are yes to these questions, Gildredge House wants to hear from you.

We are seeking to appoint an experienced Deputy Designated Safeguarding Lead for this role in our busy and thriving school. You will have excellent attention to detail, experience of working in a fast-paced environment and a people-centered approach to everything you do. You will work with the Designated Safeguarding Lead to implement robust safeguarding and child protection policies, procedures and practices.

Starting Salary: Three-point salary range starting at point Grade 9 point 23 on the Gildredge House Support Staff Scale for 2022-2023: £28,815 (FTE), £22,478 pro rata, rising to Grade 9 point 25 with a current FTE of £30,973, £24,162 pro rata. This is based on 43 weeks per year and would increase in line with 1-2 additional weeks per year, if agreed.

Contract: 35 hours per week, 43-45 weeks per year (weeks per year to be discussed at interview), comprising 36.4 weeks of term-time, 1 week of INSET (plus up to 2 weeks in school holidays, if agreed) and paid holiday, plus bank holidays. The school is enrolled in the Local Government Pension Scheme and also offers free onsite parking and opportunities to train and develop.

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom

If you are interested in this position, please download the Application Pack on our website.

If you wish to discuss the post further, please contact us via email on careers@gildredgehouse.org.uk

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK and a satisfactory Enhanced DBS with Children's Barred List check and a Declaration of Disqualification under the Childcare Act 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Deputy Designated Safeguarding Lead: Job Description

Purpose of the post

We wish to appoint a Deputy Designated Safeguarding Lead (DDSL), to implement robust safeguarding and child protection policies, procedures and practices. The DDSL will assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. They may take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Key areas

In carrying out their duties, the DDSL shall consult, when appropriate: DSL, SENCO, Heads of Department and Classroom teachers, members of the Senior Leadership Team, specific staff teams, the community, parents, and carers.

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
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Support DSL in ensuring staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the DSL and headteachers of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health

- 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
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference in order to prepare reports to support discussions.
- Attend and contribute to child protection case conferences effectively when required to do so
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Attending Child protection meetings with Children's Services team - Strat meetings, core groups, conferences.
- Support LAC students. Attending professional meeting, my voice matters, liaising with social workers, virtual schools and the students.
- Managing Safeguarding visitors to the school, coordinating and booking appointments as well as meeting spaces.

Training

- Undertake training to develop and maintain the knowledge and skills required to carry out the role.
- Deliver training to:
 - Support the school in meeting the requirements of the PREVENT duty.
 - Provide advice and support to staff on protecting and identifying children at risk of FGM.
 - Provide familiarisation with KCSiE.

Other duties:

- Record keeping - Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- 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.
- Assist the DSL in producing safeguarding reports to the governing board.
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Carry out staff induction training in safeguarding procedures including; caretakers, cleaners, support staff and external partners.
- Ensure that meetings are held in accordance with the regulations that are laid out by Child Protection plans and then chasing the appropriate documentation once these meetings have been completed.
- Manage and coordinate the school counselling provision
- Be alert to county lines
- Alongside the DSL, monitor the single central record and ensure it complies with all relevant legislation.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.
- Understand the importance of information sharing, both within the school and college, and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners

- Work alongside the DSL to ensure a consistency to our safeguarding approach as a whole school.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), and
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.
- Conduct welfare visits.

Personal Qualities, Attributes and Qualifications:

This position requires the following personal qualities and attributes:

- They are highly organised and operating efficiently and effectively in all areas of their work.
- They are excellent communicators with a high degree of emotional intelligence.
- They are energisers, demonstrating a positive mental attitude around the school and in all areas of their work.
- They are able to work autonomously and be proactive in all areas of responsibility.
- They have high ethical standards.
- They have strong interpersonal, written, and oral communication skills.
- They have the motivation to improve standards and achieve excellence.
- They have the ability to demonstrate honesty and integrity.
- They have the ability to work collaboratively with Senior Leaders and all colleagues across the school.
- They have the ability to communicate effectively, professionally and in a friendly manner with staff, students, parents, and external agencies.
- They are an ambassador for the school in dealing with external persons, and to be an admired and respected member of the team by internal staff and students.
- They enjoy helping others and are able to resolve any issues in a professional, calm and measured manner.
- They are highly motivated and to have a flexible approach towards work and working hours.

Qualification Criteria:

- Experience as a Safeguarding Lead or similar role (2years minimum)
- Evidence of ongoing Continuous Professional Development.
- Knowledge and experience of working with children, young people and families and dealing with barriers to education
- Knowledge, experience and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children
- Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales
- Experience of working with children and young people, parents / carers to overcome attendance difficulties
- Excellent IT skills, including spreadsheets, databases, word processing, and internet /email

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

Deputy Designated Safeguarding Lead: Person Specification

Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a team.	Essential
Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem-solving skills.	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
Excellent written and spoken English	Essential
Sufficient numeracy to interpret statistical data, and identify trends	Essential

Knowledge Base

A clear understanding of recent developments and an ongoing professional development in relation to Safeguarding.	Essential
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	Essential

Qualifications/Attainment

Desire to pursue own personal development and take full advantage of training provided.	Essential
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Experience

Experience of being a Deputy Designated Safeguarding Lead and/or be able to apply and use up-to-date knowledge in Child Protection and Safeguarding.	Essential
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Attitude/approach

Drive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.	Essential
A sensitivity to the needs of young people	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity	Essential
Commitment to personal development and lifelong learning	Essential
Ability to enthuse young people	Essential

Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect.	Essential
Approachable and helpful attitude towards colleagues	Essential
Commitment to an 'all-through school' approach to learning	Essential
Optimistic, with a positive work ethic and empathic approach	Essential
High level of personal drive –relentless in approach, completer finisher, works at pace	Essential
Commitment to Equality Diversity and Inclusion in the curriculum	Essential

<p>Behaviours and expectations:</p> <p>All staff members are expected to adhere to and promote professional standards including the school's code of conduct and values.</p>	
<p>General:</p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head Teacher and develop and promote high standards of professional conduct across the whole school.</p> <p>You will be expected to carry out your duties in line with Gildredge House policies, procedures, and relevant legislation.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and your own professional development.</p> <p>As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.</p>	

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may next exclude candidates from appointment but will be considered as part of the recruitment process.	
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“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk no later than 9 a.m. on the closing date - please see website for details.

We look forward to hearing from you.