

## Job Description and Person Specification

### Senior Designated Safeguarding Lead (DSL) (non teaching)

KGA Band 7, Point 13-16

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| Purpose      | <p>The DSL will become part of the school leadership team and is a role that requires the authority to carry out the duties effectively and influence others.</p> <p>This is a crucial leadership role, responsible for the strategic oversight and day-to-day management of safeguarding and child protection across the school. You will be the first point of contact for all safeguarding concerns and will play a pivotal role in ensuring the well-being and safety of our vulnerable students.</p> |
| Reporting to | Headteacher and senior leadership team  |

### Specific Areas of Responsibility

- Lead and manage all safeguarding and child protection matters within the school, in line with statutory guidance and school policies.
- Act as the lead professional for safeguarding, providing expert advice, guidance, and support to all staff.
- Manage and respond to safeguarding concerns and disclosures, including making referrals to external agencies as required.
- Maintain accurate and detailed safeguarding records via the MyConcern system, ensuring all documentation is compliant and up-to-date.
- Develop, implement, and review the school's and trust's safeguarding policies and procedures.
- Deliver high-quality safeguarding training and professional development to all school staff.
- Champion a culture of safeguarding and vigilance throughout the school community.
- Attend all relevant inter agency meeting and liaise with appropriate external agencies and bodies

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

#### Health, safety and discipline

- Assist on the Health & Safety requirements of pupils
- Promote the safety and wellbeing of pupils

#### Professional development

- Take part in the school's appraisal procedures
- Take part in training and development
- Where appropriate, take part in the appraisal and professional development of others

#### Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

#### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

### **Mobility Clause**

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

### **Flexibility Statement**

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation



## **Person specification**

| CRITERIA                           | QUALITIES  |
|------------------------------------|--|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Extensive and demonstrable experience of working in a safeguarding role within an educational setting.</li> <li>• A comprehensive and up-to-date knowledge of 'Keeping Children Safe in Education' and other relevant statutory guidance.</li> <li>• A deep understanding of the unique safeguarding challenges and vulnerabilities faced by students in an SEMH special school environment.</li> <li>• Excellent communication, interpersonal, and leadership skills.</li> <li>• The ability to manage complex and sensitive situations with professionalism, discretion, and resilience.</li> <li>• A proven track record of effective record-keeping and case management.</li> <li>• Experience of working in a safeguarding context with other agencies (e.g., Children's Services, Police, Health Services) would be a significant advantage.</li> </ul> |
| <b>Skills and knowledge</b>        | <p>Excellent communication and organisational skills</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good IT skills, including previous use of school systems such as MIS and safeguarding systems.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>  |

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| <b>Personal qualities</b> | Commitment to upholding and promoting the ethos and values of the school<br>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school<br>Ability to work under pressure and prioritise effectively<br>Commitment to maintaining confidentiality at all times<br>Commitment to equity |
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King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.