

# **Lytchett Minster School**

## **Job Details and Person Specification**

**Post: Deputy Designated Safeguarding Lead**  
**Job ref: XS 8.1A Dorset Grade 8**  
**Reports to: Assistant Head (Pastoral)**



### **Main job purpose**

The Deputy DSL will share responsibility for safeguarding and child protection across the school. The postholder will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of students. 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. The DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

### **Main duties (DDSL)**

1. To deputise for the DSL in their absence.
2. To monitor and respond to cases logged on the My Concern database.
3. To take responsibility for collecting and transferring electronic safeguarding files when a student moves on or arrives at Lytchett Minster School.
4. To refer individual cases of suspected abuse to the relevant Local Authority (LA), Children Services area (following SSCB guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to Child Protection.
5. To hold regular meetings with this team to discuss and share information.
6. To support the school to be compliant with the 'Prevent' duty requirements.
7. To liaise with the senior Designated Safeguarding Lead or head teacher to inform them of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.
8. As required, to liaise with the "case manager" and the Designated Officer in the Local Authority (LADO) for child protection concerns.
9. To liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
10. To attend and action PEPs, CP conferences, Child In Need, strategy, core group and team around the family meetings, having collected and collated the necessary information.
11. To make serious decisions based on information shared at these meetings and be able to justify them.
12. To attend Section 47 meetings where social care are involved without parental consent and can result the removal of children from the family home. These can be called with less than 30 minutes notice.
13. To monitor Operation Encompass messages and follow up such issues with House in order to comply with their requirement to support young people who have witnessed domestic violence etc the night before.
14. To maintain close communication with feeder schools to ascertain and inform regarding sibling links.
15. To undertake continuous professional development
16. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Person Specification

- GCSEs (or equivalent) in English and Maths, qualifications in literacy/numeracy and NVQ Level 2 of the National Framework, ideally working towards Level 3
- Experience of working with children in an educational setting is essential
- Background knowledge of the Foundation and National Curriculum
- You will be expected to develop a working knowledge of the School's procedures and policies
- Knowledge of legislation and regulations applicable to the support and care of students
- Willingness to attend courses as required to enhance the knowledge, understanding and skills.
- Excellent communication skills working with young people and colleagues at all levels
- Sound interpersonal and supervisory skills, supported by recognised training are required to assist in managing available resources
- Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness and a good team player

If you would like to informally discuss this post prior to applying, please contact Sally McCarthy, Assistant Head and Designated Safeguarding Lead at [mccarthys@lytchett.org.uk](mailto:mccarthys@lytchett.org.uk).

## Conditions of Service

<b>Salary Grade:</b>	Grade 8 (spinal column points 12 – 20)
<b>Salary rate:</b>	£13.69 - £15.70 per hour ( <i>pay award pending</i> )
<b>Contractual hours:</b>	30 hours per week 8.30am – 3.30pm, Monday - Friday (with an hour for lunch (unpaid))
<b>Contract type:</b>	Permanent
<b>Contractual weeks:</b>	Term time only
<b>Annual Leave:</b>	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time