

# Easthampstead Park Community School

## Job Description – Assistant to the Deputy Designated Safeguarding Lead (ADDSL)



<b>Location:</b> Easthampstead Park Community School	<b>Department:</b> Safeguarding / CP
<b>Authority:</b> Bracknell Forest Council	<b>Job Title:</b> Assistant to Deputy DSL

**Pay Grade:** BG-H 15-19 capped - £21,600 to £23,334 per annum including London Weighting and Holiday Entitlement

**Hours:** 37 per week - Monday to Friday 8.30am – 5.00pm (4.30pm on Fridays) including 40 minute and 20-minute unpaid breaks. Term time including Inset Days plus 6 days' equivalent (44.5 hours). (The additional hours are in support of attending social services meetings during holiday time which cannot be set).

Flexible working is required depending on needs.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

### MAIN DUTIES AND RESPONSIBILITIES

The Child Protection Team consists of staff trained as Deputy Safeguarding Leads (DSL) who work closely with key staff including the Deputy Headteachers. The Assistant Headteacher Inclusion and pastoral staff. They also have significant contact with students, parents and staff representing outside agencies.

As the Assistant Designated Safeguarding Lead you will share responsibility for safeguarding and child protection across the school. You will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. You 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.

Due to the nature of the role a degree of flexibility will be required and you will be expected to manage your time in consultation with your Line Manager. The Deputy Safeguarding Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the Designated Safeguarding Lead should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Designated Safeguarding Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Safeguarding practice is ever evolving and you need to be prepared to regularly update your training and keep up to date with Keeping Children Safe in Education KCSIE so you can confidently carry out your responsibilities and be aware of expected practice in the following areas;

- Recognising and responding to abuse
- Responding to allegations of abuse made against a child
- Recruiting the right people to work and volunteer with children
- Preventing and responding to bullying
- Responding to concerns about online abuse
- Ensuring photographs and images of children are taken, stored and shared appropriately
- Whistleblowing.
- Recording information securely

## KEY FUNCTIONS

**Duties and responsibilities under the direction of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead.**

### 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
- Support staff who make referrals to the Channel programme
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals
- Plan and complete professional assessments of need and risk in respect of parents and carers

### 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 Headteacher, Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (ADDSL) of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with Headteacher or Deputy Headteacher staffing the case manager and the Local Authority's Designated Officer for Child Protection LADO concerns in all cases where a member of school staff is involved.
- 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.
- Attend and contribute to child protection case conferences effectively when required to do so
- To support the care of children where their living arrangements are at risk of breakdown (including local authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the school from planning and intervention meetings are successfully carried out and monitored.

### 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 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.

- Understand the requirements of the Equality Act and the Gender Recognition Act and how these might impact on support for persons with protected characteristics.
- Obtain access to relevant resources including completing assigned training modules which impact on your role in school.

**Raise awareness support the Deputy Safeguarding Lead and Deputy Designated Safeguarding Lead to:**

- 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 have read 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 (LSCB) 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
- 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.
- Lead on raising awareness of bullying and the harm it can do to children through assemblies, and other forms of promotion so that children, their parents and staff take it seriously and report it following our 'tell a teacher', expectation.
- Other areas of responsibility.
- 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.
- Undertake safer recruitment training if required and support the school to follow best practice.
- Be aware of the Single Central Record as a document and how it is used by the school to ensure it complies with all relevant legislation.
- Provide information for the Deputy Safeguarding Lead and Deputy Designated Safeguarding Lead in compiling safeguarding reports to the governing board.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

## **VISION AND PURPOSE**

- Be a proactive and positive member of the safeguarding team, the work we do is vital but can be demanding.
- To ensure communication/information is prioritised to key personnel/agencies so that decisions to support children can be taken in a timely manner.
- To maintain confidentiality at all times.
- To promote good practice by creating an environment where safeguarding is seen as everyone's responsibility.
- To take part in supervision when required.
- To be proactive in keeping up to date with training opportunities and sharing knowledge.
- To ensure that the school is always presented positively within and beyond the school.

## **ACCOUNTABILITIES**

No budgetary responsibility.

Report to Deputy Designated Safeguarding Lead, day to day working and appraisal.

Attend meetings with Deputy Safeguarding Lead, as part of the line management structure.

# Easthampstead Park Community School

## Job Specification – Assistant to the Deputy Safeguarding (ADDSL)



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs grades A*-C or equivalent, including Mathematics and English.</li> </ul>	<ul style="list-style-type: none"> <li>Training or qualification related to working with children.</li> </ul>
<b>Competence Summary (Knowledge, abilities, skills, experience)</b>	<ul style="list-style-type: none"> <li>Effective communication and interpersonal skills</li> <li>The ability to build and maintain good relationships with parents/carers, children, colleagues and external agencies working/volunteering with children within the organisation.</li> <li>Awareness of local and national agencies that provide support for children and their families</li> <li>A willingness to challenge opinion, where necessary, and to drive the child protection agenda.</li> <li>Strong listening skills and the ability to deal with sensitive situations with integrity.</li> <li>The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.</li> <li>A background involving working with children in difficult circumstances or at risk of exclusion; for example, Police, Health or Social Work, Youth Work, Young Offenders, EWO or work secondment programmes.</li> <li>Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>Good standard of written and spoken English</li> <li>Ability to use ICT to produce reports and spreadsheets in addition to preparing training presentations.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with learning difficulties.</li> <li>Some knowledge of behaviour management strategies.</li> <li>Previous use of the SIMS system would be beneficial.</li> <li>Knowledge of basic first aid.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>It is the responsibility of each employee to carry out their duties in line with both Easthampstead Park Community School and Local Authority policies on equality,</li> </ul>	

	<p>harassment, racial equality, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies.</p> <ul style="list-style-type: none"> <li>• Such other duties as may be appropriate to achieve the objectives of the post to assist the fulfilment of its' objectives commensurate with the post holder's salary grade, abilities and aptitudes.</li> <li>• Participating in the school's arrangements for appraisal, professional development and the school's arrangements for quality assurance and internal verification.</li> </ul>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• The post holder must at all times carry out his/her responsibilities with due regard to the Local Authority policy, organisation and arrangements for Health and Safety at Work.</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• All employees are required to work in a confidential manner in all aspects of their work.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Easthampstead Park Community School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service checks. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Designated Safeguarding Lead in school.</li> </ul>	