

Job Description – Northampton International Academy

Job title:	DSL Primary/Secondary Phase
Responsible to:	Head of safeguarding, Head of School
Liaising with:	Heads of years, line managers, senior and extended leadership team, parents/carers, trust central team, governors, external agencies, relevant support staff.
Pay range:	£24-28 FTE salary will be pro rata to 39 weeks
Contract terms:	39 weeks 37 hours Permanent



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

Role of the Designated Safeguarding Lead

To work in partnership with the Head of Safeguarding, other DSL's and Head of School in addressing the needs of students across the Primary/Secondary phase. Helping to maintain an inclusive and safe environment whilst effectively implementing good practice.

Key Objectives

- Support the Head of safeguarding in all aspects of the day-to-day management of the primary/secondary phase.
- Support and embed an ethos that celebrates student safety and wellbeing
- Lead in safeguarding duties
- Undertake the role of Designated Safeguarding Lead for the Primary/Secondary phase, liaising with the SLT, the safeguarding team and external agencies.
- Ensure that the child's voice is heard and that they are always safeguarded.
- Manage individual cases working with external agencies

- Be aware of and comply with relevant policies and procedures, including those relating to child protection, health, safety and security, confidentiality, GDPR, code of conduct etc. reporting all concerns to line manager.
- Ensure all administration is up to date
- Ensure MyConcern is up to date and used effectively
- Work closely with the attendance team to track and monitor vulnerable students
- Providing general pastoral support to students.
- To contribute to the development of a safe organisational culture that celebrates diversity and inclusion.
- for the school, liaising with the Local Authority Designated Officer teams to help establish, manage, promote, and scrutinise structures and processes in relation to allegations made against those who work with children and young people in the organisation.
- As one of the Designated Officers Maintain up to date knowledge of child protection and safeguarding, including legislation, statutory and inspection guidance.
- To work alongside the Pastoral Team to ensure that high profile groups and individuals are identified for support and the relevant support education is implemented and effective.

Support for Teachers and school

- Contribute to the overall ethos, work and aims of the trust and school.
- Contribute to the development of whole school policy, aims and outcomes.
- Play a full part in the life of the school community, to support the trust and schools' ethos and to encourage staff and students to follow this example.
- Foster positive relationships with all members of the year group.
- Be a positive role model and insisting on high standards of conduct and behaviour.
- To liaise with appropriate staff re: interventions and support mechanisms required for individual students.
- Liaising with relevant bodies to gather student information.
- Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teachers to support the achievement and progress of students.
- Attending and participating in regular team meetings.
- Be available and support the summer working around A Level and GCSE results days.
- Engage in continued professional development.
- Actively participate in the school's arrangements for the appraisal of performance.
- Participate in training and other learning activities as required.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities please note that 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 post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Compiled by: HR	Revision Number: v2
Approved by Headteacher:	Revision Date ___/___/___
Approved by HRBP:	

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All appointments are subject to safer recruitment requirements.**

This post is subject to an Enhanced DBS Disclosure

Person Specification

Person Specification	Essential	Desirable
Education, Qualifications and Training		
Educated to A-level standard or demonstrable equivalent work experience	✓	
Relevant child protection and safeguarding training	✓	
Designated Safeguarding Lead Training Course or equivalent		✓
A relevant counselling or mentoring qualification		✓
Skills and Knowledge		
Sound understanding of safeguarding, safer recruitment, child protection and work with children and young people	✓	
Knowledge and understanding of the education sector		✓
A good knowledge of the legal framework surrounding safeguarding of children	✓	
Knowledge of the relevant agency support networks, both nationally and local	✓	
Experience		
Experience of working effectively with children and young people in a pastoral or mentoring capacity	✓	
Experience of working alongside individuals who work with children and young people and volunteers and a good understanding of how to ensure they are effectively managed and supported	✓	
Experience of working in a role where safeguarding/child protection is a key element	✓	
Proven track record of developing partnerships and relationships with a variety of partners and external authorities	✓	
Experience of working with people at times of distress or conflict	✓	
Professional skills		
Excellent interpersonal skills with the ability to interact effectively with colleagues and families and build relationships or interact with external organisations.	✓	
Able to manage competing priorities and take effective action to deal with these	✓	
Able to adapt to different audiences and circumstances	✓	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	✓	
Able to analyse and deal with complex or difficult situations, with skill and discretion	✓	
Able to negotiate service development issues effectively with senior partners	✓	
Personal Qualities		
Confident, enthusiastic, motivated and committed	✓	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	✓	
Friendly with a sense of humour	✓	
Commitment to Equal Opportunities	✓	
Work on own initiative with the ability to seek support and assistance where appropriate.	✓	
High levels of resilience and emotional maturity	✓	
Suitability to work with children		
Commitment to safeguarding and a satisfactory Enhanced DBS Check	✓	