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## DOWNLANDS SCHOOL - JOB SPECIFICATION – DEPUTY DESIGNATED SAFEGUARDING LEAD

### MAIN PURPOSE OF THE ROLE:

<b>Job Title:</b>	Deputy Designated Safeguarding Lead (SCH65b)
<b>Grade</b>	Grade 8 Point 20 £25,295 Pro rata for weeks and hours worked = £20,154 actual starting salary rising to £22,234 by incremental progression
<b>Hours:</b>	Term Time only. 35 hours per week 8.30 – 4.30 Mon to Friday (with unpaid lunch break)
<b>Reporting to:</b>	Assistant Headteacher (Designated Safeguard Lead)

- To lead on the day to day running of school safeguarding procedures
- To manage the school response to safeguarding concerns including the following up of concerns and the provision of emotional support for students from both school and local agencies
- To liaise with students, parents/carers, professionals and external agencies

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**ACCOUNTABILITIES AND TASKS:**

<b>Accountability</b>	<b>Task</b>
<b>Day to day operations regarding safeguarding procedures</b>	<ul style="list-style-type: none"> <li>• To respond swiftly and efficiently to safeguarding concerns</li> <li>• To inform a parent/carer that their child has been harmed</li> <li>• To liaise with external agencies, maintaining a dialogue regarding concerns/referrals that have been made</li> <li>• To negotiate with and inform parents/carers of events and future actions for the care of their children</li> <li>• To enroll parents/carers into support systems, some of which may take place in the home</li> <li>• To negotiate with a troubled/injured child</li> <li>• To accompany, if necessary, a child to hospital</li> </ul>
<b>Management of staff and staff development</b>	<ul style="list-style-type: none"> <li>• To manage a team of 6 Pastoral Support Officers, training, directing and supporting their responses to school safeguarding concerns</li> <li>• To manage the school counsellor and oversee the school counselling</li> <li>• To develop and deliver up to date training programmes for school staff incorporating the latest safeguarding legislation and initiatives</li> </ul>
<b>Policy and Administration</b>	<ul style="list-style-type: none"> <li>• To apply WSCC and Downlands Community School safeguarding procedures to all safeguarding concerns raised in the school</li> <li>• To maintain safeguarding records and information systems</li> <li>• To ensure child protection concerns are communicated to the appropriate parties</li> <li>• To maintain accurate child protection records, to receive and pass on child protection records to appropriate parties, agencies and other organisations</li> <li>• To provide administrative support to the DSL and act on their behalf as directed when required</li> <li>• To update school safeguarding policy and procedure in line with legislation</li> </ul>

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	<ul style="list-style-type: none"><li>• To maintain the schools’ child protection data base and child protection referral system</li><li>• To maintain the school counsellor appointments system</li><li>• To maintain the school staff training data base</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• To undertake training as needed</li></ul>

***This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary.***

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## Person Specification - Pastoral Support Officer

Qualifications and Experience	Skills and Competencies	Personal Qualities
<ul style="list-style-type: none"> <li>• Good general level of education especially in English and Maths, at least level 4 GCSE or equivalent</li> <li>• An awareness of child protection and safeguarding issues is essential</li> <li>• A commitment to the welfare and safeguarding of young people is essential.</li> <li>• Experience of safeguarding training is desirable</li> <li>• Experience of working with local authority agencies either in a police, social services or educational setting is desirable</li> <li>• Experience of leading teams is desirable</li> <li>• Experience of working with young people is desirable</li> <li>• Experience of behaviour management of young people in an educational setting is desirable</li> <li>• Experience of working on own initiative and making decisions is essential</li> <li>• Excellent judgement in matters of confidentiality and integrity when dealing with sensitive information about pupils is essential</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent listening skills</li> <li>• Ability to negotiate effectively with students, parents/carers and external agency representatives</li> <li>• Ability to respond clearly, calmly and follow procedure in stressful situations</li> <li>• Ability to diffuse emotional situations</li> <li>• Display clarity and confidence when giving direction</li> <li>• Firm and determined in following professional conviction</li> <li>• Confident delivery of staff training</li> <li>• Able to be a role model for pupils in terms personal and professional conduct</li> <li>• Excellent inter-personal skills that enable good relationships with young people and adults</li> <li>• An ability to deal with pupils sensitively so that they feel they have been dealt with consistency and fairness</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoyment of the company of young people</li> <li>• Emotionally intelligent and empathetic</li> <li>• Able to work effectively as part of a team</li> <li>• Confident and assertive and able to thrive through challenges</li> <li>• Enjoy a busy and demanding workload</li> <li>• Flexible in attitude</li> <li>• Resilience</li> <li>• A non-judgemental disposition</li> <li>• Willingness to undertake training</li> <li>• Smart appearance in accordance with the school dress code</li> </ul>

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- Experience of adhering to policies with legal frameworks is desirable
- A full driving license is essential

- An ability to earn pupils respect and to treat them with respect
- Excellent verbal and written communication skills and record keeping
- Confident use of IT

### Further Details

Downlands Community School is an oversubscribed and expanding 11-16, mixed, comprehensive school with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website under “Information – Vacancies – General Information for Applicants”.

The School was inspected by OFSTED in November 2016. The report published in January 2017 found that the School is “Outstanding” in all areas including Personal Development, Behaviour and Welfare.

Each year group has an Achievement Leader (Head of Year), a Pastoral Support Officer and a team of Form Tutors who oversee the academic and social progress of the pupils in the Year. Further pastoral support is provided by the SEND team, Learning Mentors, the School Counsellor and representatives from external agencies.

If you would like to make a difference, we welcome your application. Applications should be made on a West Sussex application form for support staff which can be downloaded from the School website under “Information – Vacancies”. Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application that you **do not** want us to contact your referees without letting you know first.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks

A copy of the staff dress code can be found on the School website in the “Current Vacancies” section.

**Start Date – As soon as possible.**

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**Applications** should be made on a West Sussex application form for the appointment of support staff which can be downloaded from the School website under “Information – Vacancies”.

Send applications to our HR Officer by email to [mhill@downlands.org](mailto:mhill@downlands.org) or by post to Downlands Community School, HR Office, Dale Avenue, Hassocks, West Sussex, BN6 8LP. Telephone 01273 84 77 34

Unless requested, all communication will be via email. Applications by CV alone cannot be accepted

The closing date for applications is **midday on Friday 13<sup>th</sup> September 2019** Interviews are expected to be held soon after. Applicants who have not been contacted by Monday 16<sup>th</sup> September should assume that they have not been successful on this occasion.