



**Heathcote School and Science College - *Encourage, Challenge, Succeed***

**JOB DESCRIPTION**

- JOB TITLE:** Deputy Designated Safeguarding Lead (DDSL) and Pastoral Support Manager
- RESPONSIBLE TO:** Deputy Head or Assistant Head teacher working in the Behaviour, Attainment and Personal Development team
- RESPONSIBLE FOR:** Safeguarding triage and Managing the Pastoral Support Assistants
- GRADE/PAY RANGE:** S02 Point 26-28 Subject to Moderation
- HOURS:** 36 hours per week x 45.26 weeks per annum Term time plus INSETS

**Job Purpose**

The DDSL will take a lead role in the day to day responses to safeguarding concerns/ incidents arising across the school. They will be responsible for triaging, organising and the day to day organisation/rota of the team of pastoral support assistants to ensure effective, impactful and informed actions with regard to behaviours and incidents requiring intervention. The post holder will also oversee a range safeguarding interventions which may be required including meetings with various agencies and parent/carers. This role is a proactive and decisive role which supports the safe running of Heathcote School for both staff and pupils.

The role will support an experienced Designated Safeguarding Lead who has put processes in place to safeguard pupils and the wider school community. This role will include managing pupil behaviour specifically related to safeguarding and checking that appropriate systems are used to track, monitor and evaluate pupil behaviours and concerns.

**Main Responsibilities**

**Leadership and Management of Intervention and Support**

- Keep track of local and relevant external service providers for pupils and ensure that where possible these are implemented and managed in school to support pupils with behaviour needs
- Use the appropriate behaviour and safeguarding tracking system to monitor, evaluate and review pupil progress and outcomes

- Ensure that day to day systems relating to behaviour such as the work of the Pastoral support assistants are robust and have impact.
- To seek out relevant CPD opportunities both as an individual and for those staff whom the post holder oversees, in this case the Pastoral Support Assistants.
- Draw up appropriate rotas to support the Pastoral Support Assistants in managing behaviour in school.
- Support the designated lead teacher responsible for Looked After Children (LAC) and ensure statutory obligations are met.
- Attend regular PEP/ CP/CiN and EH meetings, prepare relevant paperwork and ensure support is in place for the identified pupils and families.
- To support and be the link member of staff between Year Leads and Pastoral Support Assistants, including day to day year group support, intervention based work, parent communications and High Level Incident Paperwork / IEP paperwork.

### **Teaching and Learning**

- Walk around the school and be part of the on-call rota addressing live issues where learning is being disrupted.
- To work with individual subject teachers to plan and support the inclusion of targeted pupils in mainstream lessons
- To plan and work with teachers where appropriate to ensure good behaviour practice is modelled and becomes a sustainable and integral part of the learning experience.
- To ensure that each targeted pupil is receiving an appropriate curriculum and ensure progress is being made

### **Working with Inclusion Services**

- Attend all relevant meetings with Inclusion staff (including referral meetings) to ensure provision mapping is undertaken for all relevant pupils and the needs for any referrals to external agencies are undertaken.
- Work in partnership with Heads of Year and other stakeholders to ensure best outcomes for pupils.
- Act as a key worker for certain pupils.
- Liaise with all relevant partners across the school to ensure early identification of pupils at risk of disengagement.
- To act as part of the strategic Safeguarding Team and ensure that safeguarding is effective and child protection actions implemented.

### **Safeguarding:**

- To monitor Safeguard referrals on a regular basis and to provide an immediate response/ First check on referrals.
- To report on safeguarding findings and seek support where required for further actions
- To write MASH referrals and referrals for external agencies.
- To liaise with external agencies on safeguarding

- To calendar and ensure attendance at core group meetings or meetings with external agencies.
- To liaise with the home school worker daily regarding attendance and other behaviour / safeguarding concerns
- To complete CAMHS referrals where required

### **Deputy Designated Safeguarding Lead**

- To deputise for the Designated Safeguarding Lead in their absence
- Monitor Safeguard as and when appropriate, actioning and ensuring follow up on recorded concerns.
- To be aware of e-safety , the Prevent duty and any other issues relating to our community and to be involved in supporting the DSL in relation to these issues
- Recognise how to identify signs of concern and when to make a referral
- Respond appropriately to disclosures or concerns relating to the well-being of a child
- Refer allegations or safeguarding issues to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Liaise with the Head Teacher to inform them of any issues and ongoing investigations
- Liaise with the Governor with safeguarding responsibilities
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are logged on Safeguard and/or stored securely
- When pupils move school, ensure their safeguarding information is sent to the new establishment immediately and securely
- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary.
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

### **School Vision and Ethos – Encourage, Challenge, Succeed**

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities

3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult

- Treating everyone equally

**CONFIRMATION OF JOB DESCRIPTION**

**POST:**

**NAME:**

I confirm that I have read this job description and person specifications

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signature .....

Date.....

