



# Job Description Deputy Designated Safeguarding Lead

## EXCELLENCE

Ambitious  
Courageous  
Achieving  
Leadership

## CREATIVITY

Risk taking  
Flexible  
Inquisitive  
Reflective

## VISION

BSfG skills  
Values  
Technology  
Global

<b>Job Title</b>	Deputy Designated Safeguarding Lead (Part-time)
<b>Line Manager</b>	Deputy Headteacher
<b>Salary Scale</b>	SO1 point 21-25 pro-rated over 2 days per week
<b>Main Purpose of the role</b>	Support the child protection officer
<b>Roles and responsibilities:</b>  <b>Work with the 10 most high risk and vulnerable students across Y7 to Y11 to ensure that they are not overrepresented in the behaviour data and their behaviour is not a barrier to them achieving in line with their peers</b>	<ul style="list-style-type: none"> <li>• Work with heads of year to identify vulnerable students and the factors that cause them to require extra support with their education</li> <li>• Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.</li> <li>• Home visits to families to establish consistent link within the school</li> <li>• Liaise with the SENCO to supplement the work of the SEND team if the student’s vulnerability is owing to their learning needs</li> <li>• To broker support from recommended external agencies to offer social and emotional learning programmes to support vulnerable pupils within the classroom or in small intervention groups</li> <li>• Liaise with head of year to plan a more flexible and personalised curriculum as an interim form of support could help and to involve the child in extracurricular activities</li> <li>• Liaise with the pastoral team to support with writing a Pastoral Support Plan and/or Behaviour Support Plan if the student’s behaviour begins to show more persistent problems,</li> <li>• Attend and participate in Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children’s Services as required</li> <li>• Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate the multi-agency approach to prevent and address child protection issues and children in need at Brentford School for Girls.</li> <li>• Work with the Designated Safeguarding Lead and other DDSL in developing and delivering training to school staff and students.</li> <li>• Updating relevant policies, procedures and guidance as necessary</li> <li>• Work with class teachers, the Pastoral manager, the attendance officer and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable.</li> <li>• Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm - this includes responding to any alerts that are triggered by the school's filtering and monitoring system that is used to safeguard students online.</li> <li>• Report to the Designated Safeguarding Lead on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.</li> </ul>
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<p><b>Continue to create a school culture where everyone is aware of the trauma and its effects, and where everyone is committed to supporting students who have experienced trauma</b></p>	<ul style="list-style-type: none"> <li>• Raise awareness among students and parents about trauma and its effects</li> <li>• Investigate and implement support for students who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning</li> <li>• To undertake the Senior Mental health Lead training being offered by the DfE so that they support that is offered can be comparable to those of trained therapists</li> <li>• Support staff to relate to children in ways that enable them to move from blocked trust to trust</li> <li>• Employ strategies for early intervention to help students emotionally regulate, feel psychologically safe and develop the capacity to handle stress well over time</li> </ul>
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**PERSONAL AND PROFESSIONAL CONDUCT**

	<ul style="list-style-type: none"> <li>• Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.</li> <li>• Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes</li> <li>• Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions.</li> <li>• Show tolerance of and respect for the rights of others.</li> <li>• Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.</li> </ul>
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**Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance**

**and punctuality.**

**Confidentiality**

**During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.**

**Data Protection**

**During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.**

**Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_