

achieving
Success
for all



Candidate Pack
**Deputy Designated
Safeguarding Lead**
January 2020



WELCOME

Thank you for your interest in the Deputy Designated Safeguarding Lead post currently being advertised at our school. I thought it would be useful if I gave you a personal perspective of the school to help you to decide whether or not Churchdown is a place where you may be happy, thrive and make a valuable contribution to the students in our community.

The school is going through an exciting stage in its development and we are seeking to appoint a dynamic, inspirational individual to join our school. The last three years have seen Churchdown go through a great many changes with significant improvements. Our GCSE and A level results continue to improve year on year. At A level there was a significant increase in top grades with over half of grades A*- B. We received more A grades than ever before and every student gained their first choice place at university. At GCSE we achieved the best grades ever for the students with again, further improvements to the Progress 8 and Achievement 8 headlines, meaning we are fast becoming one of the highest performing schools in the country.

Indeed, our aim as a school is quite simple: we want to be the 'very best school in England'. This means that at the end of their time at Churchdown School, the students could not have had a better educational experience at any other school. We strive to ensure every student achieves success in their time here at Churchdown. We want our students to develop into well rounded individuals, ready to be successful in the next stage of their ambitious lives. Realising this aim is entirely dependent on all staff doing the best job they are capable of and it's the responsibility of the Leadership Team to ensure staff are fully supported in doing an outstanding job.

We are unashamedly a 'caring' school and our ethos is one of our strengths as a community. It contributes significantly to the wellbeing of all members of our community. It is our mission to nurture the students unconditionally and provide them with an education that develops them academically and morally. It is also our intention to develop all our staff members with a fully inclusive and progressive career pathway. As a result of this vision staff develop here in their role and help to ensure every student in their care achieves their full potential.

Staff at Churchdown strive to build on the positive relationships that exist in school and the happy environment in which we work. We recognise that relationships are important and everyone works incredibly hard at this, whilst continuing to have the highest expectations in terms of work and engagement. Our journey to becoming 'truly great' is only possible if every member of staff 'does their bit'. We firmly believe that if you put the right people in the right role then collectively we will always achieve great things. Therefore, every member of staff at Churchdown is incredibly proud of the role they play. Here, accountability is seen as an opportunity to be recognised for doing brilliantly for the students, every lesson, every day.

Improvement is a relentless focus here as we strive to be the best school in the country. If you are up for the challenge of playing a significant role in helping us achieve this; have a core belief that all students, no matter what their background or ability, can achieve; have a passion for, and a clear understanding of, outstanding learning, you are definitely the right person for us.

Please feel free to telephone my PA, Jacqui Tilley, anytime on 01452 713340 if you would like any more information or if you would like to have a tour of the school - 'Every day is Open Day'. I hope you do apply because it really is a great opportunity and a fantastic place to work. I look forward to hearing from you.

David Potter
Headteacher

JOB DESCRIPTION

JOB TITLE: Deputy Safeguarding Lead

CONTRACT DETAILS

SALARY SCALE: Salary Point 26-30: £24779 - £27905 (pro rata – 32.5 hours per week, term time only)

LINE MANAGER: Deputy Headteacher

JOB PURPOSE: The Deputy Designated Safeguarding Lead is responsible for safeguarding and child protection (including online safety). They are responsible for leading in this role in the absence of the Designated Safeguarding Lead.

RESPONSIBILITIES

Safeguarding:

- To follow school safeguarding procedures and inform the Designated Safeguarding Lead (DSL) about issues affecting pupil progress and wellbeing
- To support the DSL in ensuring that all safeguarding protocols are followed by all staff at all times
- To keep all safeguarding training up to date
- To be the first point of contact for staff regarding all safeguarding concerns
- To make referrals to social care where there are cases of suspected abuse
- To attend any Child Protection/Child in Need meetings and Child Protection Conferences providing regular updates and written reports
- To ensure Child Protection/Child in Need Plans are implemented and followed by working with children and their families and be able provide evidence of work carried out
- To write reports for court and attend if necessary
- To meet with pupils to support effective outcomes of any plan
- To keep accurate records of all meetings with children, families, internal and external colleagues using CPOMS

Supporting Children and Families:

- To work alongside DSL / SENCO / Head of Year to identify and implement support in school for pupils
- To make referrals to outside agencies in support of pupils and families
- To work closely with outside agencies in order to provide support and advice for the whole family on a range of issues
- To make referrals to Early Help or other identified agencies using the Graduated Pathway
- To work alongside Family Liaison Officer regarding Early Help assessments and meetings where family support is needed
- To ensure effective communication with pupils and parent/carers, especially for hard to reach families

Other Responsibilities

- To support pupils in accessing alternative curriculum arrangements in our Curriculum Hub
- To undertake any other duties, commensurate with the grade, as requested by the Headteacher

Personal Specification

Deputy Designated Safeguarding Lead

TRAINING AND QUALIFICATIONS	Essential	Desirable
Relevant professional qualifications		✓
Evidence of continued personal and professional development	✓	
Degree or professional qualification		✓

SKILLS AND KNOWLEDGE TO SUPPORT FAMILIES	Essential	Desirable
Awareness of other agencies for signposting support	✓	
Liaising with other agencies to develop a package of support for families		✓
Knowledge of The Graduated Pathway of Early Help and Support in Gloucestershire	✓	
Understanding of child protection procedures and safeguarding matters	✓	
Knowledge of effective transition process for families when transferring settings/schools		✓
Excellent record keeping skills	✓	

KEY KNOWLEDGE, SKILLS AND UNDERSTANDING TO SUPPORT PUPILS AND THE CURRICULUM	Essential	Desirable
A knowledge and understanding of pupils' educational, physical, personal and emotional development		✓
Able to formulate and implement My Plans (+) and Behaviour Plans to support pupils		✓
Competent user of IT	✓	
Understanding the school's role in the community		✓

KEY KNOWLEDGE, SKILLS AND UNDERSTANDING TO SUPPORT THE SCHOOL AND STAFF	Essential	Desirable
Able to plan opportunities for children's learning activities both in and out of school		✓
Able to play a role in the development and training of other staff		✓
Able to work alongside Inclusion Lead and other members of staff to identify vulnerable children and their support	✓	

PERSONAL SKILLS AND ABILITIES	Essential	Desirable
Effective interpersonal skills in a range of contexts	✓	
Able to work under pressure and meet deadlines	✓	
To show commitment, enthusiasm and reliability	✓	
Able to seek advice and support when necessary	✓	
Able to foster effective relationships with parents, other professional agencies and wider community	✓	

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

