

Job Description

Teachers and Support Staff

Role:	Deputy DSL - Administrator
School:	Beckfoot Upper Heaton
Salary/Grade:	Band 7
Reporting to:	Designated Safeguarding Lead

Core Purpose of the Post:

The post holder will work under the leadership of the Designated Safeguarding Lead (DSL). They will be trained to DSL level and to be fully aware of Child Protection issues particularly for children who are classed as Children in Need, on a Child Protection Plan or who are Looked After.

The post holder will keep staff fully informed of any issues relating to the above that may affect children in their care.

On behalf of the DSL the post holder will co-ordinate and manage the internal day to day liaison regarding child protection concerns.

The post holder may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Main Duties and responsibilities:

- Co-ordinate referrals to multi-agencies and, where appropriate, act as the Early Help Lead Professional in professionals' meetings.
- Prepare reports for and attend CiN, Child Protection and Core Group meetings involving children from the school as required.
- Attend and participate in Child Protection meetings/conferences and Planning and Review meetings, (Multi-disciplinary meetings and Common Assessment Framework), whilst working closely with colleagues in Children's Services/the Local Safeguarding Board as required, some of which may take place outside of normal working hours.
- Under the supervision of the Designated Safeguarding Lead make referrals and contribute information for professional assessments of need and risk (S17 and S47 reports) in respect of parents by using Local Authority procedures.
- Promote that all students and young people are happy, healthy, safe, and successful and achieve economic wellbeing.
- Co-ordinate and / or deliver any appropriate intervention to children and families that has been identified.
- Responsible for the communication of child/family issues to be passed to appropriate staff for CP and CiN children.
- Will liaise between the school and other agencies involved with vulnerable children, particularly;
 - Social Services
 - Police
- Where appropriate liaise with the Headteacher and DSL about issues which arise, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Deputise for the Designated Safeguarding Lead when required with support from senior leaders in school.
- Coordinate the allocation of any counsellors who practise in the School.
- Provide regular feedback to the Designated Person(s).
- Ensure there is regular liaison with the families of children known to Social Services to provide relevant information to the school
- Share and receive relevant information with / from Teachers and staff as appropriate.

- Maintain Child Protection records including CPOMS
- Where appropriate assisting in the completion of Personal Education Plans for looked after children in line with signs of safety guidance.
- Will maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
- Will monitor the attendance and progress of identified vulnerable children and supporting them in school
- In conjunction with the Headteacher / Designated Safeguarding Lead (DSL) make referrals to Social Services when deemed necessary.
- Will establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs.
- Will assist in the promotion of inclusion and acceptance of all pupils..
- Deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Support, uphold the Trust's equal rights policies and practices in respect of both employment issues and delivery of services to the community.
- Develop and assist school support staff in creating an atmosphere in school which is welcoming to parents/carers; collating and arranging appropriate displays; helping parents feel comfortable in engaging with the school and ensure up to date information is provided to school administration and teachers in relation to research articles and handouts for parents.
- Ensure that a high level of confidentiality is maintained in all aspects of working with children, young people and their families.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, when required and reporting any concerns to the designated officer in line with school policy and procedure.
- Monitor staff training is up to date.
- Be mindful of Healthy and Safety, identify risks and ensure pupils are always supervised and safe, discouraging any potentially hazardous activities.

Supervision and range of decision making:

Responsible to the Headteacher/Senior Leadership/DSL from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff.

Communications and working with others:

- Appreciate and support the role of other professionals; taking a lead role in developing constructive relationships and communicate/liase with both internal and external stakeholders/agencies/professionals on a regular basis
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- Will contribute and participate in staff working groups as required
- Will Liaise with primary feeder schools to ensure smooth transition for children who are currently working with multi-agencies, ensuring all files are transferred to the new School.

Resources:

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer

Professional development:

<ul style="list-style-type: none"> • Undertake training, as required, in order to carry out duties of the post in an informed, effective and efficient manner • Commitment to own personal and professional development, being prepared to undertake training relevant to the post • Engage and commit to the appraisal process as a key part of their professional development. • Opportunity for Trust collaboration and Continued Professional development 	
Other Considerations:	
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. • To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. • Accept and commit to the principles underlying the Schools Equal Rights policies and practices. • Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Will have long periods of sitting or standing. • Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours • The post holder may occasionally have to deal with challenging behaviour from members of the public/parents/site users. • This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you. • Must be legally entitled to work in the UK. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Intermediate Fluency Duty required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	9 th February 2022