

Northwood Primary School

Designated Safeguarding Lead



Pay Scale: Band 10 (SCP 28-31) (£33,738-£36,075 actual pay)

Contract: Full time - Permanent (37 hours per week-Term time only plus 10 days)

Required As soon as possible

<https://www.northwoodprimary.org.uk>

Telephone: 01325 267222

We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Designated Safeguarding Lead to join our successful school where everyone is valued within our ethos of mutual respect.

Northwood Primary School is looking for a committed and experienced safeguarding practitioner, with an education or children's services background, to lead the safeguarding practice within the school; to support the children and families of our school community; to act as LAC/PLAC Lead and Young Carers Champion and become part of the wider life of the school.

We are looking to appoint someone who wants to make a difference and enable the school as a whole to run effectively, efficiently and successfully with the welfare and wellbeing of all pupils and staff in mind.

We have a very large pupil base and the successful candidate will need to be able to develop relationships both inside the school as well as with our wider stakeholders within the community.

The Designated Safeguarding Lead will work very closely with the senior leadership team and in partnership with the Parent Support Adviser, who form the Safeguarding and Inclusion Team at the school.

The ideal candidate will be someone who can think on their feet, be flexible, be resilient, able to multi-task, approach difficult situations positively and be able to see the bigger picture throughout the whole school.

Lingfield Education Trust and Northwood Primary School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Closing Date: Friday 4th October at 12 noon

Shortlisting: Monday 7th October (if you have not heard from school by Tuesday 8th October you have not been shortlisted)

Interviews: Tuesday 15th October 2024

Application packs are available from the school office. Please contact us on 01325 267222 or email Beth Phillips on bphillips@northwoodprimary.org.uk Visits to the school are strongly encouraged. Please contact the school office to arrange a visit. Completed application forms to be emailed to Beth Phillips or handed in to the school office.

JOB DESCRIPTION

POST:	Designated Safeguarding Lead
GRADE:	Band 10 Scale Point 28 - 31
RESPONSIBLE TO:	Executive Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	Under the direction of the Executive Head Teacher to ensure pupils and staff are safeguarded in line with current legislation and best practice. To support the wider life of the school.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

<p>Main Responsibilities</p>	<p>Post holders working to this job description may undertake any of the following main duties and responsibilities.</p> <ul style="list-style-type: none"> • To lead in the management of the highly effective safeguarding and child protection policies, training and procedures and guidance at Northwood Primary School in partnership with the Deputy Designated Safeguarding Lead, ensuring compliance with statutory guidance and that the Safeguarding Policies for the school are reviewed and approved annually. • To undertake appropriate Child Protection training and attend updates as required: <ol style="list-style-type: none"> a. Understand the assessment process for providing Early Help and intervention, eg through locally agreed and common and shared assessment processes b. Have a working knowledge of how the Local Authority conducts Child Protection Case Conferences and be able to attend these effectively when required to do so. c. Ensure each member of staff has access to and understands the policies and procedures, especially staff new to the school. • Work closely with the Safeguarding Team at Northwood Primary School in the administration of and coordination of external support agencies and staff involved with nominated children and their families. • To receive and coordinate referrals, arranging actions and reviewing services for children and families. • To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensure that all records are forwarded to any new school the child may attend and act as point of contact for a new school. • To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
-------------------------------------	--

- To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned from planning and intervention meetings are successfully carried out and monitored.
- To liaise with the Safeguarding Team to inform them of issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.
- To work closely with relevant professionals along with developing links with and utilising resources of the community as part of agreed plans for children.
- To attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child/ren, family and commissioning worker to identify the support package required.
- To plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the school.
- To support the school's processes linked to new starters, including the completion of all associated paperwork.
- To act as Looked After and Post Looked After lead for the school.
- To maintain confidentiality at all times.
- To assist with the implementation of the school's attendance and punctuality policies and support the welfare team in the facilitation of welfare checks and home visits.

	<ul style="list-style-type: none"> • To carry out all associated administrative duties in a timely manner and in line with school expectations. • To maintain your own continuing professional development in order to carry out the post effectively and keep abreast of current welfare and child care legislation. • To liaise and coordinate with colleagues within own setting and outside organisations regarding safeguarding concerns and to coordinate and monitor all referrals and recommendations within the setting. • To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students. • To network with other agencies, setting and individuals as necessary to constantly view and adopt good practice, in addition to regular attendance at DSL network meetings. • Identify vulnerable children within the school and ensure that all staff are made aware of who these children are. • To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job, including supervising during lunchtimes. • To complete relevant statutory returns, audits and requests for information in a timely and accurate manner. • To manage the medical care plans and first aid register for children across the school. • To develop educational projects and interventions to support vulnerable pupils in the school. • To be on call to fulfil the safeguarding requirements of the school's After School Wrap Around Care. • Any other duties of a similar nature related to the post, which may be required from time to time.
Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p>

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post will be based in Northwood Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Date of Issue:

September 2024

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Designated Safeguarding Lead

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Qualifications</p> <ul style="list-style-type: none"> GCSE A*-C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent (AF, C) 	<ul style="list-style-type: none"> Honours degree (AF, C)
<p>Experience and Knowledge</p> <ul style="list-style-type: none"> Current or recent experience of working as part of a safeguarding team (AF, I) Demonstrable evidence of developing and implementing strategies to help children and their families (AF, I) Experience of handling large amounts of sensitive data and upholding the principles of confidentiality (AF, I) Experience of providing training, guidance and support to others (AF, I) Able to establish effective collaborative relationships and networks (AF, I, R) 	<ul style="list-style-type: none"> Advanced DSL level training certificate (AF, C) First Aid qualifications (AF, C)
<p>Skills</p> <ul style="list-style-type: none"> Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the 	<ul style="list-style-type: none"> Ability to demonstrate leadership qualities (AF, R, I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>responsibilities of schools and other agencies (AF, I)</p> <ul style="list-style-type: none"> • Experience of working with a range of people with the aim of ensuring the safety and welfare of children (AF, R, I) • Awareness of local and national agencies that provide support for children and their families (AF, R, I) • Willingness to undertake further training / qualifications in catering field (AF, R) • Excellent record keeping skills and attention to detail, in order to produce reports, takes minutes of meetings and document safeguarding concerns (I) 	
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Participate in development and training opportunities (AF,R,I) • Ability to abide by School and Trust policies and procedures (AF,R,I) 	
<p>Special Requirements</p> <ul style="list-style-type: none"> • Motivation to work with children and families (AF,I,R,D) 	

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

