
Job Description for Deputy Designated Safeguarding Lead

Responsible to: Assistant Principal: Achievement and Support

Based at: New College Pontefract

Paid on: Band J of the Support Staff Spine

OVERALL PURPOSE OF THE POST

As part of the Safeguarding Team, work with a case load of students to provide appropriate support.

MAIN DUTIES

- Work to support a case load of students identified as requiring safeguarding support (either through a disclosure or prior information), to include making appropriate referrals to other support agencies and updating Cedar with relevant information.
- Act as the Deputy Designated Safeguarding Lead and as one of the primary points of contact for staff who have concerns about students, following the Trust's Safeguarding Policy and procedures at all times and reporting to the Assistant Principal Achievement and Support.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours.
- Ensure that relevant, detailed and accurate electronic records of referrals/concerns/meetings are kept and updated on a regular basis.
- Liaise with feeder schools to obtain safeguarding information on new students and meet identified students promptly to provide any appropriate support and ensure a smooth transition to New College.
- Ensure direct support is offered to young carers, liaising with teaching staff and external organisations where necessary.
- Undertake additional training and development relevant to the post to meet statutory obligations and to be able to fully support the College's and students' needs.
- Operate to the highest standards of customer service and have due regard for confidentiality where required.
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support at College interview evenings
- Attend regular meetings as relevant to the post.
- Contribute to safeguarding training for staff as appropriate
- Help to create training resources for safeguarding to be used by the staff and the students.
- Provide additional assistance, as part of the Support Staff, in other areas of College as required.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

- Ensure the colleges' Safeguarding; well-being and support page on SharePoint is updated on a regular basis.
- Support with the organisation of College Equality and Diversity initiatives alongside other colleagues.
- To deputise for the DSL in respect of police investigations or investigations under section 17/47 of the Children Act 1989 which involve the college. 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 the relevant agencies.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for Deputy Designated Safeguarding Lead

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> Proven ability to engage with and motivate young people (specifically within the age group 16 – 19); Excellent interpersonal and communication skills, and the ability to work with a range of key stakeholders, including young people and their key influencers; Awareness of local and national agencies that provide support for young people and their families Knowledge of legislation and guidance on safeguarding and working with young people 	<ul style="list-style-type: none"> Experience of providing support to pupils aspiring to HE
Education and Training	<ul style="list-style-type: none"> Education to GCSE (or equivalent) at Grade C or above in English and Mathematics Undertaken or be willing to undertake Safeguarding and Child Protection Training Strong IT skills with the ability to effectively use all MS Office products, particularly Word and Excel; 	<ul style="list-style-type: none"> Appropriate professional qualifications/experience in teaching, learner support or youth work practice;
Special Skills and Knowledge	<ul style="list-style-type: none"> Evidence of success in project management and administration with the ability to produce written reports Knowledge and experience of the UK HE system, with detailed knowledge of processes and procedures of HE entry and progression routes; Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information Experience of developing and maintaining effective relationships and liaison with outside agencies and families, focussing at all time on the welfare of the child Ability to keep up to date with legislative, policy and guidance developments in safeguarding 	

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	<ul style="list-style-type: none"> • An understanding of the needs and difficulties which people with mental health problems or others face • Well-developed interpersonal skills and the ability to develop and maintain good relationships with staff, parents and students • Commitment to student welfare and achievement. • Good listening skills. • Ability to work with others on difficult/delicate/sensitive subjects. • Ability to motivate others. • Customer service/care approach. • Good time management skills. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Highly developed organisational skills, with the ability to work flexibly whilst under pressure and remain calm in stressful situations; • Passion for the role and improving learner life chances. • Confidence in working with students within the 16-19 age range. • Ability to work effectively in teams and on your own initiative; • Good communication skills. 	
Additional Factors	<ul style="list-style-type: none"> • Enthusiasm and commitment for the post. • An interest in working in the education sector. • Flexible approach to work and a willingness to undertake a variety of tasks. • Availability to work occasional evenings/weekends/school holidays • Commitment to equal opportunities and safeguarding. • Commitment to continuous improvement and willingness to learn from experience and practice in this College and others. • A supportive and empathetic approach to students and the ability to relate well to staff. 	

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