



STOKE PARK  
— SCHOOL —

# DEPUTY DESIGNATED SAFEGUARDING LEAD RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Natalie Rock, Headteacher*

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| <b>JOB TITLE:</b>    | <b>DEPUTY DESIGNATED SAFEGUARDING LEAD</b>   |
| <b>OPPORTUNITY:</b>  | <p>This is an exciting time to join Stoke Park School. We are seeking to appoint an excellent Deputy Designated Safeguarding Lead to support safeguarding within our school community and promote students welfare. You will develop effective relationships with external services to provide support, advice and guidance on safeguarding issues. In addition to this you will work as part of the inclusion team to provide intervention and mentoring support for a key case load of high-profile vulnerable students.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p> |
| <b>REPORTING TO:</b> | Designated Safeguarding Lead   |
| <b>LOCATION:</b>     | Based at Stoke Park School with a requirement to travel to work at schools in the Trust.   |
| <b>SALARY/HOURS:</b> | <p>Grade 6 - £27,729 - £33,595 per annum<br/>                     37 hours per week, Mon – Thu: 8.00 am – 4.00 pm &amp; Fri: 8.00 am – 3.30 pm<br/>                     TTO: 40 weeks per annum</p>  |
| <b>BENEFITS:</b>     | <ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>   |

## JOB DESCRIPTION

### Job Purpose

To work with the Senior Safeguarding Lead to support staff to safeguard the school community and promote student's welfare and develop effective liaison with external services to provide support, advice and guidance on safeguarding issues. In addition to work as part of the inclusion team to provide intervention and mentoring support for a key case load of high-profile vulnerable students.

### Duties and responsibilities

#### Safeguarding

- Act as the Deputy DSL when the DSL or Senior Safeguarding Lead is not available.
- Take a lead role in developing preventative practice and intervention with regards to child exploitation
- Support students in their learning, and encourage positive attitudes and behaviour in and around school.
- Champion safeguarding and student welfare across the School, sharing best practice and ensuring that school policy is enacted in practice.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures the School may put in place to protect them.
- Work in partnership with the Senior Safeguarding Lead and internal and external colleagues to ensure that the school meets statutory and local requirements in relation to safeguarding.
- Ensure the School's Safeguarding & Child Protection policies are known, understood and used appropriately.
- Support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.

#### Supporting policies and practices in School

- Work with the DSL to ensure that support is always available for staff in the School to discuss any safeguarding concerns.
- Maintain accurate, detailed and up to date student Child Protection records and in-house documentation, managing these in accordance with the Data Protection Act.
- Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.
- Provide support to ensure that the Trust's safeguarding policies and procedures are in place.
- Support with training for new members of staff

- Support the DSL in ensuring parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
- Support the DSL in ensuring that the School website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly.

### **Managing referrals**

- As a deputy DSL refer / ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- As a deputy DSL refer / ensure concerns of potential radicalisation are referred to Channel and / or the appropriate body, and support staff through this process as required.
- Support the management of the CPOMS reporting system, producing reports and monitoring to support the DSL.
- Refer cases where a crime may have been committed to the Police as required.

### **Multi agency working**

- Represent the school at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.
- Ensure that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored.
- Co-ordinate the work of colleagues and external agencies, working with the DSL and Hub teams to allocate resource and support so that the team(s) working with vulnerable students provide effective support

### **Preventing radicalization**

- Support the DSL to lead the School's efforts to safeguard students from potential radicalisation in accordance with the Prevent Duty and Channel Duty Guidance for England and Wales.
- Support the DSL to advise and support staff, students and parents with matters relating to Prevent, ensuring that staff are appropriately trained and are aware of the referral processes.
- Support the DSL to liaise with the Police and associated Prevent coordinators to ensure students receive annual age appropriate educational opportunities through workshops, visits/visitors and assemblies.

### **Inclusion Support**

- Hold a case load of high profile vulnerable students from across the school. Work closely with the Hub Teams and Director of Inclusion to remove barriers to learning and attendance.
- Lead, train staff and deliver as appropriate, a range of interventions as part of the inclusion team to remove barriers to learning for targeted individual and groups of students
- Work with the Hub teams and proactively visit parents of vulnerable students to improve parental engagement and student learning and attendance.

- Work with the Hub teams and regularly meet parents of targeted students in school to discuss student progress.

### **Other**

- To be a port of call for Child Protection issues within the Key Stage Hubs.
- Attend briefings/meetings in accordance with the requirements of the Key Stage Hubs.
- Undertake other duties and responsibilities as directed by the Senior Safeguarding Lead.
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

### **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Safeguarding Assistant and Inclusion Support are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

|                                     | Essential Criteria   | Desirable Criteria   | Measured By                           |
|-------------------------------------|--|--|---------------------------------------|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above</li> <li>A relevant degree level qualification or equivalent experience.</li> </ul>  | <ul style="list-style-type: none"> <li>Deputy DSL trained</li> <li>Social Work degree or similar level professional experience in Social Care or family intervention or support services</li> <li>Evidence of professional development in a relevant discipline e.g coaching, mentoring</li> </ul> | Application form<br>Certificates      |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Able to engage learners and maintain discipline</li> <li>Highly organised; can prioritise and work well under pressure</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals</li> <li>IT literate including Microsoft word, excel and outlook</li> <li>Able to be proactive, pre-empting student needs</li> <li>Good listening and problem solving skills</li> <li>Ability to deal with situations calmly and efficiently</li> <li>Able to demonstrate empathy; to be supportive, patient and caring</li> <li>Able to demonstrate a commitment to school improvement and raising achievement for all students</li> </ul> |  | Application form<br>Interview<br>Test |

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|  | <ul style="list-style-type: none"><li>• Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources</li><li>• Able to work as a member of a team and liaise effectively with others</li><li>• Able to support and appropriately challenge other professionals, to ensure the effective support and safeguarding of students.</li><li>• Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges</li><li>• Able to maintain a consistently positive approach and give constructive feedback to students</li><li>• Adapt to changing role requirements</li><li>• Able to keep accurate written records and assist with monitoring and evaluation</li><li>• Able to interpret and use written and numerical data</li><li>• Able to devise and implement action plans for individual and groups of students</li><li>• Able to adapt and modify materials and resources to make them accessible to students</li><li>• Able to support the implementation of the school's Behaviour Policy</li><li>• Able to work as an effective team member and work on own initiative</li><li>• Able to maintain confidentiality and data security</li><li>• Able to consistently produce high quality work</li></ul> |  | Application form<br>Interview<br>Test |
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|------------------------------------|---|--|---------------------------------------|
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Significant experience leading safeguarding casework with external agencies in a school setting</li> <li>• A minimum of 2 years' classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li> <li>• Providing individual support for children and young people</li> </ul>  |  | Application form<br>Interview         |
| <b>Knowledge and understanding</b> | <ul style="list-style-type: none"> <li>• An excellent understanding of the needs and characteristics of young people</li> <li>• An appreciation of different learning styles associated with the development of young people and potential barriers to learning</li> <li>• Good understanding of the roles played by various adults in the education of young people</li> <li>• A sound knowledge of the nature of work undertaken by a Secondary School</li> <li>• A broad and deep understanding of issues pertaining to safeguarding children and young people, in a diverse urban context.</li> </ul> |  | Application form<br>Interview<br>Test |
| <b>Other requirements</b>          | <ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>  |  | Application form<br>Interview         |

## HOW TO APPLY

|               |  |
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| CLOSING DATE: | Monday 30 <sup>th</sup> September 2024 – 9am |
| INTERVIEWS:   | TBC  |

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Stoke Park Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.