

‘Helping every person achieve things they never thought they could’

JOB DESCRIPTION

Job Title	DEEP SUPPORT: DEPUTY DESIGNATED SAFEGUARDING LEAD
Status	12 MONTH MATERNITY COVER 37 HOURS PER WEEK. TERM TIME PLUS 10 DAYS
Pay Range	GRADE K (SCP 39-43)
Primary Purpose of the Job	● Play a key role in the ongoing health and welfare of students across the academy ● With the DSL manage the co-ordination of safeguarding referrals, arrange action and review services for children and families ● Carry out the professional duties of the role as circumstances may require and in accordance with academy policies under the direction of the Principal ● To continue to uphold and embed the whole school culture and ethos in line with our core purpose and values ● Contributing where appropriate, to implementing policies and practice and to promote collective responsibility for their implementation ● A commitment to developing your own leadership by receiving and acting upon feedback to build on strengths and improve personal performance The current conditions of employment of school teachers laid down by the DfE will apply and the post holder will be required to fulfil the responsibilities outlined below:
Responsible to	Assistant Principal Deep Support / Deep Experience
<u>Main Duties and Responsibilities:</u> ● Respond appropriately to disclosures or concerns which relate to the wellbeing of a child; ● To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and with the guidance of the DSL report where required; ● 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; ● When required, liaise with statutory agencies and ensure they have access to all necessary information;	

- To initiate and refer students to outside agencies and co-ordinate referrals with the DSL
- To liaise with school staff in initiating multi-agency referrals for students with eth DSL
- To ensure that vulnerable students are supported appropriately and sensitively and that all actions assigned to the academy from planning and intervention meetings are successfully carried out;
- To collate and produce statistical information with regards to safeguarding and pupil and monitored groups
- When possible shadow and participate in Child Protection conferences and Planning and Review meetings
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm;
- With the DSL liaise and co-ordinate with colleagues and outside organisations regarding Early Help Assessments and to co-ordinate and monitor all referrals and recommendations within the academy
- With the DSL develop and maintain a vulnerable students register including those students who are 'At Risk' or have child protection plans;
- To assist with the transition process for Y7 intake with other key colleagues
- To assist with the provision of PSHE as part of the Life curriculum ensuring a programme of health initiatives is promoted across the academy.
- Attend and support the leadership of the weekly Vulnerable RAG ensuring actions are completed with urgency and tenacity

Additional Responsibilities:

- Uphold and promote the Trust's Child Protection and Safeguarding policy and procedures and ensure they are adhered to by all staff
- Take responsibility for upholding standards of behaviour and classroom management within all classrooms and the academy environment
- Implement and promote the consistent and fair use of the academy's consequence system within all classrooms and the academy environment
- Be the first line of contact for parents' and carers' concerns with regards to their child's performance and well-being

Other:

- Comply with the academy's Child Safeguarding procedures, including the regular liaison with the DSL over any safeguarding concerns
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

Expectations:

- To be flexible in order to meet the constantly changing demands of the role
- To keep up to date on educational development, strategy and thinking
- To actively pursue your own professional development
- To show commitment to the rigorous continuous improvement of the academy
- To demonstrate a positive commitment to working with all stakeholders (students, staff, parents, governors etc...) to improve the performance of the academy
- To put students first in everything you do
- Be committed to providing a 'world class' workforce in order to provide the best possible opportunities for all our students

This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.

Date Job Description prepared/updated	October 2026
Job Description prepared by	HR