



Application Pack

Designated Safeguarding Lead (DSL)

Operational safeguarding leadership

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has soul and a true 'family feel'. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **Monday 12th October 2026** (to arrive no later than 9:00am).
Interviews are expected to take place week commencing **Thursday 15th October 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support pay spine, Scale Point 34 – 37 (£46,579 - £49,817 FTE)**
A recruitment and retention payment may be available for an exceptional candidate, subject to relevant approvals and terms.

Start Date

November 2026

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding LG Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

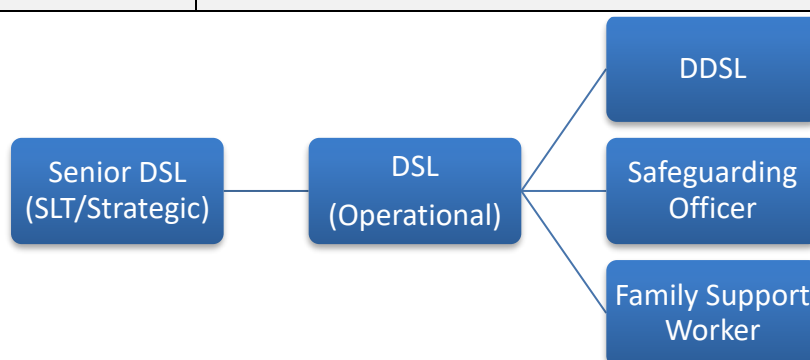
We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	Designated Safeguarding Lead
Reports to:	Senior Designated Safeguarding Lead (SLT)
Contract:	Permanent – Full Time – TTO+3 weeks (42 weeks per year) . 37 hours per week
Salary:	34 - 37 (£46,579 - £49,817 FTE) £43,336.16 - £46,348.73 Actual <i>A recruitment and retention payment may be available for an exceptional candidate, subject to relevant approvals and terms.</i>
Start Date:	November 2026



Overall Purpose

The Designated Safeguarding Lead will work alongside the school's senior Designated Safeguarding Lead to provide effective operational leadership and day-to-day management of safeguarding and child protection across Kingsway Park High School.

The postholder will have a significant operational role in safeguarding, including managing referrals and complex cases, working with children and families, liaising with children's social care and other agencies, contributing to multi-agency processes and ensuring safeguarding concerns and actions are effectively recorded, monitored and followed through.

Working closely with the senior DSL, the postholder will provide advice, support and guidance to staff and contribute to safeguarding training, quality assurance, policy development and statutory compliance. They will work collaboratively with safeguarding, pastoral, SEND, attendance and leadership colleagues to ensure children who may need help or protection are identified and supported at the earliest opportunity.

The postholder will exercise appropriate professional judgement and autonomy in leading the operational delivery of safeguarding within the school's agreed safeguarding arrangements. This is not an SLT position. The Senior Designated Safeguarding Lead, who sits on the Senior Leadership Team, retains strategic oversight and senior leadership responsibility for safeguarding across the school.

Key Duties and Responsibilities

Safeguarding and Child Protection

- Act as a Designated Safeguarding Lead for the school in accordance with *Keeping Children Safe in Education*, *Working Together to Safeguard Children*, local safeguarding arrangements and other relevant guidance.
- Receive, assess and respond appropriately to safeguarding and child protection concerns, maintaining a child-centred approach and taking account of children's wishes and feelings.
- Identify children who may need help or protection and make timely referrals to children's social care, police, Channel and other agencies where appropriate.
- Attend and contribute effectively to strategy discussions, child protection conferences, core groups, Child in Need, Family Help and other multi-agency processes.
- Monitor safeguarding cases, ensuring actions are progressed, reviewed and appropriately escalated where necessary.
- Understand and apply local thresholds for intervention and exercise professional curiosity, challenge and escalation where a child's needs or risks are not being adequately addressed.
- Maintain an up-to-date understanding of safeguarding risks affecting children and young people, including abuse, neglect, exploitation, child-on-child abuse, radicalisation and online harm.

Case Management, Records and Information Sharing

- Maintain comprehensive, accurate, timely and secure safeguarding records, ensuring concerns, actions, decisions, rationale and outcomes are clearly recorded.
- Provide oversight and quality assurance of safeguarding information recorded on the school's safeguarding recording system, including CPOMS.
- Ensure information is shared appropriately with relevant staff and external professionals in accordance with safeguarding and data protection requirements.
- Ensure child protection records are securely transferred when students move education settings and appropriate safeguarding information is shared to support effective transition.
- Analyse safeguarding information to identify patterns, themes, emerging risks and areas requiring further action.

Children, Families and Multi-Agency Working

- Develop effective professional relationships with children's social care, police, health and other statutory, voluntary and community agencies.
- Work directly and sensitively with children and families experiencing complex or challenging circumstances, promoting constructive engagement while maintaining a clear focus on the welfare of the child.
- Maintain an understanding of early support, Family Help and statutory intervention arrangements and relevant local thresholds.
- Recognise additional vulnerabilities and barriers to disclosure or recognition of abuse, including those experienced by children with SEND.
- Understand the potential impact of adversity and trauma on children's wellbeing, behaviour, attendance, engagement and educational outcomes.

- Work collaboratively with pastoral, SEND, attendance, mental health and teaching colleagues to ensure vulnerable children receive appropriate support.

Staff Support, Training and Safeguarding Culture

- Act as an accessible source of safeguarding advice, support and expertise for staff.
- Support the senior DSL in ensuring staff understand their safeguarding responsibilities and know how to identify, record and respond to concerns.
- Contribute to safeguarding induction, training, briefings and regular staff updates.
- Promote a strong safeguarding culture in which safeguarding is everyone's responsibility and children feel able to raise concerns and be heard.
- Support the Headteacher, senior DSL and relevant colleagues in responding to safeguarding concerns or allegations involving adults working in or on behalf of the school, including liaison with the LADO where appropriate.

Online Safety

- Work with the senior DSL, relevant senior leaders and IT colleagues to support effective online safety, filtering and monitoring arrangements.
- Understand and appropriately use filtering and monitoring information when identifying or responding to safeguarding concerns.
- Contribute to the review of filtering and monitoring arrangements and staff understanding of their responsibilities.
- Maintain awareness of emerging online safeguarding risks, including online exploitation, harmful content, AI-enabled harms and evolving technologies.

Operational Safeguarding Leadership and Quality Assurance

- Provide effective line management, supervision and professional support to members of the safeguarding team, including the Deputy Designated Safeguarding Lead, Safeguarding Officer and Family Support Worker, ensuring clear accountability, effective case management and continued professional development.
- Work collaboratively with the senior DSL to lead and develop the wider safeguarding team, promoting consistent, high-quality safeguarding practice across the school.
- Contribute to safeguarding audits, case reviews and other quality-assurance activities.
- Provide safeguarding information, analysis and reports to the senior DSL and senior leaders as required.
- Work collaboratively with the senior DSL and wider safeguarding team to ensure consistent and effective safeguarding practice.
- Work with the senior DSL to ensure appropriate DSL availability and cover during the school day and for relevant school activities outside normal hours.
- Maintain current safeguarding knowledge through required DSL training, regular updates, professional networks and continuing professional development.

General Responsibilities

- Model and promote the vision, values and expectations of Kingsway Park High School.

- Promote equality, inclusion, respect and high expectations for all students.
- Maintain the highest standards of professional conduct, integrity, confidentiality and information handling.
- Establish effective and professional relationships with students, families, colleagues and external professionals.
- Participate in the school's appraisal arrangements and take responsibility for own professional development.
- Contribute positively to the wider life and work of the school, including appropriate duties and meetings.
- Comply with school policies and procedures relating to safeguarding, health and safety, equality and data protection.
- Undertake any other reasonable duties commensurate with the nature and level of the post as directed by the Headteacher, Line Manager or Senior Leadership Team.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification:

No.	Criteria	E/D	App	Interview	Task	Refs
Qualifications and Professional Development						
1	GCSE English and Mathematics at Grade C/4 or above, or equivalent	E	✓			
2	Relevant safeguarding and child protection training and evidence of maintaining current professional knowledge	E	✓	✓		
3	DSL training appropriate to the role, or the ability and commitment to undertake required DSL training immediately on appointment	E	✓	✓		
4	Relevant higher-level professional qualification in safeguarding, education, social care, youth work or a related field	D	✓			
Experience						
5	Substantial and recent experience of safeguarding and child protection involving children and young people	E	✓	✓		✓
6	Experience of managing safeguarding concerns and responding appropriately to disclosures, risk and complex child protection issues	E	✓	✓	✓	✓
7	Experience of making or contributing to safeguarding referrals and working effectively with children's social care, police and other external agencies	E	✓	✓	✓	✓
8	Experience of contributing effectively to multi-agency safeguarding processes, meetings and plans	E	✓	✓	✓	✓
9	Experience of working directly and effectively with vulnerable children and families experiencing complex or challenging circumstances	E	✓	✓		✓
10	Experience of maintaining high-quality, confidential safeguarding records and managing sensitive information	E	✓	✓	✓	✓
11	Experience of providing safeguarding advice, guidance or support to colleagues	E	✓	✓	✓	✓
12	Experience of providing effective line management, professional supervision or case supervision to colleagues	D	✓	✓	✓	✓
13	Previous experience as a DSL or Deputy DSL	D	✓	✓		
14	Experience of safeguarding within a secondary school or other education setting	D	✓	✓		
15	Experience of contributing to safeguarding training, policy development or quality assurance	D	✓	✓		
Knowledge and Understanding						
16	Strong and current knowledge of safeguarding and child protection legislation, statutory guidance and effective practice, including <i>Keeping Children Safe in Education</i> and <i>Working Together to Safeguard Children</i>	E	✓	✓	✓	

17	Understanding of local thresholds, information sharing, referrals, escalation and multi-agency arrangements, including community-based early help, Family Help and statutory intervention	E	✓	✓	✓	
18	Strong understanding of the range of safeguarding risks affecting children and young people, including abuse, neglect, exploitation, child-on-child abuse, radicalisation and online harm	E	✓	✓	✓	
19	Understanding of online safety and the safeguarding implications of filtering and monitoring systems and emerging technologies	E	✓	✓	✓	
20	Understanding of the additional vulnerabilities and barriers to disclosure or recognition of abuse experienced by some children, including those with SEND	E	✓	✓	✓	
21	Understanding of the potential impact of adversity and trauma on children's behaviour, mental health, wellbeing, attendance, engagement and educational outcomes	E	✓	✓	✓	
Skills and Abilities						
22	Ability to analyse complex safeguarding information, assess risk and make sound, timely and child-centred decisions	E	✓	✓	✓	✓
23	Ability to manage a complex and demanding safeguarding caseload, prioritise effectively and ensure actions are followed through	E	✓	✓	✓	✓
24	Ability to lead, support and develop colleagues, establish clear expectations and provide effective professional supervision in a safeguarding environment	E	✓	✓	✓	✓
25	Excellent written and verbal communication skills, including the ability to produce clear, accurate and professional safeguarding records, referrals and reports	E	✓	✓	✓	
26	Ability to communicate sensitively and effectively with children, parents/carers and families, including in difficult or distressing circumstances	E	✓	✓	✓	✓
27	Ability to work confidently with external professionals, exercise professional curiosity and appropriately challenge or escalate concerns	E	✓	✓	✓	✓
28	Ability to provide clear and authoritative safeguarding advice and work collaboratively while exercising appropriate professional judgement and autonomy	E	✓	✓	✓	✓
Personal and Professional Characteristics						
29	A strong commitment to safeguarding and promoting the welfare of children and young people and to maintaining a child-centred approach	E	✓	✓		✓
30	High levels of integrity, discretion, resilience and sound professional judgement, with the ability to remain calm and effective under	E	✓	✓	✓	✓

	pressure					
31	Commitment to equality, inclusion and anti-discriminatory practice	E	✓	✓		✓
32	Commitment to professional learning, reflective practice and maintaining current safeguarding knowledge	E	✓	✓		✓
33	Ability to establish positive and effective professional relationships and work collaboratively within the safeguarding team and wider school	E	✓	✓		✓
34	Commitment to the vision, values and expectations of Kingsway Park High School and Altus Education Partnership	E	✓	✓		✓



We Belong
We Co-operate
We Succeed

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