



WE ARE ASTREA

**DIRECTOR OF SAFEGUARDING
AND KS4**

**ASTREA ACADEMY DEARNE
PART OF ASTREA ACADEMY TRUST**

APPLICANT BRIEF





LETTER FROM THE PRINCIPAL

Dear Candidate,

I am truly delighted you are interested in the senior leadership post of **Director of Safeguarding and KS4** at Astrea Academy Dearne. It is with great pride that I am able to introduce myself as Principal of the school and it is a privilege to share with you our ambitious vision for the future. As a parent first, I am resolutely determined to secure an outstanding provision for our community and to ensure that the children who attend our school have access to the same futures as my own children.

If you choose to join us, you will become part of a strong morally driven school that believe in the highest levels of success for all children regardless of their background. You will be relentless in your commitment and belief in all young people and will ensure only the highest level of academic success and personal fulfilment for all: they deserve nothing less. It is our vision to create outstanding young people who are courageous champions of diversity, equality and mutual respect and who are proud of their community and are enthusiastic advocates of learning.

We offer you unrivalled professional development that actively promotes independent research, collaborative working and constructive feedback and solutions. As a school who is proud to have created our own Fair Workload Charter, we will provide unparalleled support and wellbeing strategies and make you feel an integral part of Team Dearne.

The role of Director of Safeguarding and Key Stage 4 is an exciting one for any colleague wishing to gain professional experience as part of a very supportive senior leadership team. As Designated Safeguarding Lead you will be responsible for referring cases of suspected abuse to social care, supporting staff with referrals and engaging with the Channel programme where appropriate. You will ensure staff can access and understand our school child protection and safeguarding policy and procedures and keep me informed of any safeguarding issues. In addition to this whole school role, you will lead Key Stage 4 pastoral activities, processes, procedures and systems in order to improve academic performance, reduce fixed term exclusions and raise attendance.

If you share our values and want to make the kind of difference to young people's lives that challenge social boundaries, then we would love to meet you! Please take this letter as an open invitation to either visit our school and meet the people who make our school so much more than a building. If you let us know when you would like to visit we can make sure that tea and cakes are available too! We believe that is an integral part of teaching!

I very much hope that you choose to apply for this post and I look forward to meeting you.

Best wishes

Joanne Wilson

Principal at Astrea Academy Dearne





JOB DESCRIPTION

SALARY:	Grade 10 - £39,880 (Actual salary)
CONTRACT TYPE:	Permanent
WORKING PATTERN:	Full-time
HOURS PER WEEK:	37 hours per week
REPORT TO:	Principal



PURPOSE OF THE ROLE

- Take lead responsibility for safeguarding and child protection across the school.
- Take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- Advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Lead Key Stage 4 pastoral activity, processes, procedures and systems in order to improve academic performance, reduce fixed term exclusions and raise attendance.
- Provide outstanding behavioral, social and emotional support and provision for students and address individual needs to overcome barriers to learning, delivering individual support for the most vulnerable students.
- Provide detailed analysis reports on key pastoral data sets to The Executive Team.

MANAGING REFERRALS

- Refer cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child.
- Refer cases where a crime may have been committed to the police.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Add any other duties of particular relevance to your school.

WORKING WITH STAFF AND OTHER AGENCIES

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).
- Inform the Principal of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral.
- Act as a source of support, advice and expertise for staff.
- Understand the assessment process for providing early help and intervention.
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Attend and contribute to child protection case conferences effectively when required to do so.



TRAINING

- Undergo training to develop and maintain the knowledge and skills required to carry out the role.
- Undergo Prevent training and be able to support the school or college in meeting the requirements of the Prevent duty And provide advice and support to staff on protecting children from the risk of radicalisation.
- Undergo training on female genital mutilation (FGM) and be able to provide advice and support to staff on protecting and identifying children at risk of FGM and report known cases of FGM to the police.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.
- Obtain access to relevant resources.

RAISE AWARENESS

- Ensure the school's child protection policies are known, understood and used appropriately.
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

GENERAL

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Undertake safer recruitment training and support the school to follow best practice.
- Monitor the single central record and ensure it complies with all relevant legislation.
- Provide safeguarding reports to the governing board.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.



PERSON SPECIFICATION

EXPERIENCE

- Successful leadership and management experience in a school or other relevant organisation.
- Experience of managing safeguarding in a school or other relevant organisation.
- Building relationships with children and their parents, particularly the most vulnerable.
- Working and communicating effectively with relevant agencies.
- Implementing and encouraging good safeguarding practice throughout a large team of people.
- Demonstrable evidence of developing and implementing strategies to help children and their families.
- Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.



SKILLS AND KNOWLEDGE

- Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.
- Ability to work with a range of people with the aim of ensuring the safety and welfare of children.
- Awareness of local and national agencies that provide support for children and their families.
- Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns.
- Good IT skills, including previous use of safeguarding monitoring software and information management systems.
- Effective communication and interpersonal skills.
- Ability to communicate a vision and inspire others.
- Ability to build effective working relationships with staff and other stakeholders.

QUALIFICATIONS

- GCSE (or equivalent) in English and maths.
- Designated Safeguarding Lead qualification.
- Relevant degree or similar.
- Evidence of further qualifications towards the post.
- Safeguarding Certificate and Child Protection Training.

PERSONAL QUALITIES

- Commitment to ensuring the safety and welfare of children.
- Uphold and promote the ethos and values of the school.
- Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school.
- Ability to work under pressure and prioritise effectively.
- Maintain confidentiality at all times.
- Commitment to equality.