

## Job Description: Designated Safeguarding Lead

<b>Job Title</b>	Designated Safeguarding Leader - SLT
<b>Responsible to/for</b>	To: The Deputy/Assistant Headteacher
<b>Grade/Hours</b>	Leadership spine or; Teacher's terms and conditions (full-time) MPS/UPS + TLR neg or; Support staff scales and T&Cs
<b>Job Purpose</b>	To lead safeguarding and CP provision across the school
<b>Dimensions</b>	To be responsible for creating an effective and successful team, culture, provision and practice
<b>Principle Accountabilities</b>	<ul style="list-style-type: none"> <li>• To lead on the delivery of all safeguarding and CP strategies, compliance and statutory as well as for best practice</li> <li>• To oversee recording processes, use of CPOMS and relevant administration</li> <li>• Track and monitor students' wellbeing, cases and actions</li> <li>• To ensure that all staff consistently understand their roles and obligations</li> <li>• Attend multi agency meetings, lead those cases at EHA level and participate fully in the local safeguarding arrangements</li> <li>• Assess students' needs effectively</li> <li>• Keep up to date with all relevant legislation</li> <li>• Monitor and review the SCR and all mechanisms relating to ensuring the safety of students at school</li> <li>• To lead and manage the relevant staff team</li> <li>• To liaise with all staff on all matters relating to safeguarding, CP, welfare, wellbeing</li> <li>• Line manage staff with complimentary responsibilities eg wellbeing, staff wellbeing etc</li> <li>• Liaise with all members of the SLT on issues of student voice, parent voice etc</li> <li>• Lead and train others in the positive interactions with parents necessary in this role and others</li> <li>• Hold, lead and join relevant team meetings internally</li> <li>• To be aware of and comply with policies and procedures relating to child protection, health &amp; safety and security, confidentiality, and data protection</li> <li>• To create a cohesive, effective, and thriving provision</li> <li>• To support and develop members of staff</li> <li>• To hold members of staff to account and accept own accountability</li> </ul>
<b>Characteristics</b>	<ul style="list-style-type: none"> <li>• To have the skills, experience, knowledge, and ability to lead and manage the safeguarding and CP provision</li> <li>• To have the skills to inspire, develop, and motivate others.</li> <li>• The ability to converse at ease and provide advice in accurate spoken English is an essential requirement of this post.</li> <li>• To have the strength of character to provide robust challenge where necessary, internally and externally</li> </ul>
<b>Performance Measures</b>	QA systems Appraisal systems
<b>Indicative Organisational Chart</b>	

**Headteacher/nominated Line Manager**

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**Designated Safeguarding Lead**

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**Deputy DSL/s**

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**Wider safeguarding team**