

Job Title and Level

Assistant Headteacher - Safeguarding and Designated Safeguarding Lead (Leadership Scale)

Main Purpose of the Role

The primary purpose of this role is to take lead responsibility for safeguarding and child protection across the whole of Friars School.

The Assistant Headteacher - Safeguarding will act as the Designated Safeguarding Lead (DSL), providing expert advice and support to staff, liaising with external agencies, and ensuring the school's safeguarding policies and procedures are effectively implemented. They will play a crucial role in promoting the welfare, safety, and educational outcomes of all pupils at the school.

Key Responsibilities and Duties

Managing Referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care as required
- Work collaboratively with the DSL team and pastoral staff to enable the sharing of good practice and healthy challenge
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Prevent programme where there is a radicalisation concern and support staff who make such referrals
- Refer cases to the police where a crime may have been committed

Working with Staff and Other Agencies

- Act as a source of support, advice and expertise for all staff
- Liaise with the safeguarding partners and act as a point of contact
- Inform the Headteacher of safeguarding issues, including ongoing enquiries
- Liaise with Gwynedd Social Services and the local authority designated officer(s) (LADO) for child protection concerns involving staff members
- Liaise with staff on matters of safety, safeguarding, welfare, and digital safety, and when deciding whether to make a referral
- Liaise with senior mental health leads and the mental health support team where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and carers in safeguarding and promoting the welfare of children

Promoting Educational Outcomes

- Work with the Headteacher and strategic leads to take lead responsibility for promoting the educational outcomes of children who have or have had a social worker
- Ensure the school knows which pupils have or have had a social worker, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort
- Support teaching staff to provide additional academic support and reasonable adjustments to help these pupils reach their potential

Looked After Children

- Promote the educational attainment of children in care at Friars School
- Ensure Personal Education Plans (PEPs) and relevant paperwork are kept up to date and attend care planning meetings
- Liaise with staff across the school to support children in care, ensuring information is shared and appropriate support is in place

Managing Child Protection Information

- Ensure child protection information is kept up to date, confidential, and securely stored
- Make sure records include a clear summary of the concern, details of how it was followed up and resolved, and any action taken
- Ensure files are only accessed by those who need to see them, and that information is shared appropriately when a child leaves the school

Raising Awareness

- Ensure all staff have access to and understand the school's child protection policy and procedures
- Work with the Headteacher and Governing Board to review and update the child protection policy annually
- Ensure the child protection policy is available publicly and parents/carers are aware of the school's role in making referrals
- Link with the safeguarding partner arrangements to keep staff informed of training opportunities and local safeguarding policies

Training

- Facilitate whole school safeguarding training to all staff
- Undergo regular training (at least every 2 years) to maintain the knowledge and skills required for the role
- Undertake Prevent awareness training and refresh knowledge and skills annually
- Coordinate training for the deputy designated safeguarding leads

- Lead on whole-school safeguarding, Prevent, and other mandatory training
- Take a lead role in the safeguarding induction of all new staff

Providing Support to Staff

- Support and advise staff, helping them feel confident on welfare, safeguarding, and child protection matters
- Support staff to consider how safeguarding, welfare, and educational outcomes are linked, to inform academic and pastoral support

Understanding the Views of Children

- Encourage a culture of listening to children and taking account of their wishes and feelings
- Understand the difficulties children may have in approaching staff and consider how to build trusted relationships

Holding and Sharing Information

- Understand the importance of information sharing, both within the school and with external agencies
- Keep detailed, accurate, and secure written records of concerns and referrals
- Attend DSL meetings as required by the Headteacher

Skills and Competencies

- Extensive knowledge and understanding of safeguarding and child protection legislation, policies, and procedures
- Ability to handle sensitive and confidential information with discretion and professionalism
- Strong communication and interpersonal skills, with the ability to build effective relationships with pupils, staff, parents/carers, and external agencies
- Excellent organisational and time management skills, with the ability to prioritise and manage a complex workload
- Thorough understanding of the challenges and barriers faced by pupils with special educational needs and disabilities, and the ability to tailor support accordingly
- Commitment to promoting the educational outcomes and well-being of all pupils, particularly those with a social worker or in care
- Ability to work collaboratively as part of a team and provide effective leadership and guidance to colleagues
- Resilience and the ability to remain calm and focused under pressure

Professional Development

Friars School is committed to supporting the professional development of all staff, including the Assistant Headteacher - Safeguarding. The school will provide regular training and development opportunities to ensure the postholder maintains up-to-date knowledge and skills in safeguarding and

child protection. This may include attending external courses, participating in peer-to-peer learning, and engaging in relevant professional networks.

The school will also encourage the Assistant Headteacher - Safeguarding to identify and pursue opportunities for further professional growth, such as taking on additional responsibilities or exploring career progression routes within the school or the wider education sector.

Safeguarding

Safeguarding and promoting the welfare of children is of paramount importance in this role. The Assistant Headteacher - Safeguarding will be responsible for:

- Ensuring the school's safeguarding and child protection policies and procedures are effectively implemented
- Providing expert advice and support to staff on all matters relating to the safety and well-being of pupils
- Liaising with external agencies, such as children's social care and the police, to coordinate the school's response to safeguarding concerns
- Maintaining accurate and confidential records of safeguarding incidents and concerns
- Promoting a culture of vigilance and a safe environment for all pupils to learn and thrive

The postholder will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and to comply with the school's safeguarding policies and procedures at all times.

Person specification

	Criteria	Essential	Desirable	Assessment
Qualifications and training	QTS	X		
	Degree	x		
	Up to date Safeguarding training	x		
	Evidence of further leadership training	x		
Experience	Successful leadership and management experience in a school or other relevant organisation	X		
	Experience of managing safeguarding in a school or other relevant organisation,	x		
	Building relationships with children and their parents, particularly the most vulnerable	X		

	Working and communicating effectively with relevant agencies	X		
	Implementing and encouraging good safeguarding practice throughout a large team of people	X		
	Demonstrable evidence of developing and implementing strategies to help children and their families	X		
	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	X		
	Experience of working with vulnerable pupils	x		
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		X	
	Ability to work with a range of people with the aim of ensuring the safety and welfare of children	X		
	Awareness of local and national agencies that provide support for children and their families		x	
	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	X		
	Good IT skills, including previous use of myconcern, Office, Etc.	X		
	Effective communication and interpersonal skills	X		

	Ability to communicate a vision and inspire others	X		
	Ability to build effective working relationships with staff and other stakeholders	X		
	Valid UK driving licence and use of a car for work	x		
Personal qualities	Commitment to ensuring the safety and welfare of children	X		
	Commitment to upholding and promoting the ethos and values of the school	X		
	Integrity, honesty and fairness	X		
	Ability to work under pressure and prioritise effectively	X		
	Commitment to maintaining confidentiality at all times	X		
	Commitment to equality	x		