



Job Description

Post:	Deputy Designated Safeguarding & Wellbeing Lead (DDSL)
Hours of work:	36 hours per week, Term Time plus 1 week (40 weeks), plus INSET Days
Working pattern:	Monday to Thursday: 8.15am – 4.15pm and Friday: 8.15am – 4.00pm (45minute unpaid break)
Reporting to:	Designated Safeguarding & Wellbeing Lead (DSL)

Job Purpose

To support the Designated Safeguarding Lead (DSL) in delivering exceptional safeguarding provision for all students.

Main Responsibilities

Safeguarding Administration & Support:

- Maintain an accurate and up-to-date database of students on Child Protection Plans, Child in Need Plans, Looked After Children, or identified as vulnerable.
- Ensure all required meetings take place in line with statutory guidance and follow up on documentation and outcomes.
- Support the development of safeguarding training resources for staff and students.
- Distribute safeguarding information to staff and maintain safeguarding notice boards and displays.
- Coordinate Child Protection and Safeguarding training as directed.
- Maintain accurate Child Protection and PREVENT training records for staff.
- Manage CAFs and Early Help referrals.
- Deputise for the DSL when required.
- Support the DSL in matters relating to e-safety and the PREVENT duty.
- Provide support to students experiencing crisis.
- Build and sustain effective relationships with parents and carers.
- Liaise with external agencies (e.g., Social Care, Early Help Teams, police).
- Comply with all policies relating to Child Protection, Health & Safety, confidentiality and data protection, reporting concerns appropriately.
- Contribute to the ethos, aims and work of the school.
- Communicate and collaborate professionally with internal and external partners.
- Attend relevant meetings and participate in training, professional development and performance review.
- Offer advice to staff regarding routine safeguarding matters and take appropriate action.
- Review, update and amend safeguarding policy documents.
- Make direct referrals to external agencies (e.g., Children's Services, police) in the absence of the DSL and Pastoral Care Managers.
- Undertake all required safeguarding training as specified by the school.

Core Role:

- Undertake delegated responsibilities on behalf of the DSL, including attending meetings, recording outcomes and following up actions.
- Support students experiencing social, emotional or mental health difficulties to achieve their full potential.
- Promote students' social and emotional development and help reduce daily safeguarding risks.
- Support students in overcoming barriers to learning.
- Work with Student Services Managers on strategies to improve wellbeing, attendance and punctuality for students with safeguarding concerns.
- Work positively with families and external agencies, taking the lead on Early Help provision.

Working with Students:

- Monitor social, emotional and mental health across year groups and intervene when necessary.
- Identify personal issues affecting students' performance and share appropriate information with relevant staff.
- Support the creation, implementation and review of safety and support plans.
- Assist in creating and supporting attendance plans for priority safeguarding students.
- Provide in-class support for students experiencing safeguarding-related difficulties, where requested.
- Promote students' self-esteem and personal, social development.
- Contribute to the adoption of best pastoral practice across the school.
- Uphold and reinforce school rules and dress code.

Working with Families & External Agencies:

- Build positive relationships with families, including carrying out home visits.
- Plan and coordinate Parent Support Groups and training sessions with the Early Help Team.
- Initiate contact with external agencies, including SPA consultations and timely referrals.
- Act as Lead Professional for students and families requiring Early Help assessments and interventions.
- Represent the school at professional meetings, record outcomes and communicate updates to staff as required.

Focus on Safeguarding:

- Maintain accurate and up-to-date student records on SIMS and CPOMS, and generate pastoral reports when needed.
- Ensure all safeguarding procedures align with whole-school systems, liaising with the Line Manager where appropriate.
- Contribute to annual safeguarding audits and reports.
- Complete administrative tasks relating to safeguarding meetings.
- Assist with the efficient running of the school's support services as required by the Headteacher.
- Take part in meetings, training and professional development activities.
- Support the planning and delivery of safeguarding training for staff and volunteers, ensuring accurate records are maintained.

General Responsibilities:

- Promote and safeguard the welfare of all pupils in line with the Safeguarding and Child Protection Policy.
- Comply with and promote all school policies.
- Adhere to data protection legislation and confidentiality expectations, reporting any concerns to the School Business Manager.
- Follow Health & Safety legislation and report issues immediately.
- Share best practice in pastoral care and contribute to continuous improvement.
- Keep key staff informed of work or scheduling matters that may impact support provision.
- Engage in ongoing professional development and respond constructively to feedback.

- Agree personal development objectives with the Line Manager.
- Maintain a courteous, professional attitude towards colleagues and provide a welcoming environment for visitors.

SAFEGUARDING

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield's Safeguarding/Child Protection policies
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.