

JOB DESCRIPTION

ASSISTANT HEADTEACHER (DSL)

Reporting to:	Headteacher
Location:	Aston Manor Academy
Grade/salary:	Leadership scale: L15 – L19 (depending on experience) Salary: £59,581pa - £65,735pa
Hours:	32.5 hours per week, Term time only
Pay progression:	<i>Incremental progression within the grade will be subject to professional criteria-based performance assessment</i>

Job Purpose

To support the headteacher in the strategic leadership of the school to achieve the outcomes that are legally required by government legislation and the school improvement plan.

To be responsible for and lead on an area of the School improvement plan across the school as decided by the headteacher.

To take lead responsibility for safeguarding and child protection across the school (including online safety).

To take a lead role in ensuring the safety and well-being of children across the school

To communicate to the headteacher safeguarding issues linked to individuals/families/whole school

To ensure, that the school provides the advice/training and support to enable the Aston Manor community to have the knowledge and understanding of all safeguarding policies and practices and that these are adhered to

Lead whole school training, advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Provide relevant and appropriate training to all stakeholders and keep abreast of contextual issues.

To work across the schools in the Trust if required.

Key Responsibilities

- To respond to the school internal online monitoring system 'Smoothwall' and the pupil comments online reporting system 'Sharp'.
- Provide advice and support to staff on child well-being, safeguarding and child protection matters
- To train all staff on safeguarding on an annual basis and to provide further training as and when required
- Lead/contribute in strategy discussions/inter-agency meetings etc. provide relevant information and share information with key people.
- Contribute to the assessment of children.
- Meet with parents/carers to discuss safeguarding concerns

- Make/be part of early help referrals
- Refer cases of suspected abuse and neglect to the local authority children's social care using appropriate systems and procedures and be confident to challenge where appropriate
- Work closely with key staff to identify strategies for improved well-being of students in school
- To be responsible for leading parent engagement across the school
- To respond to the school internal online monitoring system "smoothwall" and the student/community online reporting system (SHARP)
- With the Headteacher/SLT contribute to the pastoral care of pupils and staff.
- Assist the Headteacher/SLT in maintaining and developing a positive and constructive partnerships with parents and the local community.
- Take responsibility for the behaviour of all pupils.
- Actively contribute to the trust's overall strategy.
- Be well informed of all aspects of school life in order to promote good communication and high morale.
- Encourage the practice of working as a team.
- Actively support the Headteacher/SLT, and staff in the promotion and achievement of the aims and objectives of the school.
- Undertake any professional duties which may be delegated by the Headteacher.

Manage referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the Police as required.

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Work with the senior mental health lead/attendance lead/youth worker and other key pastoral staff
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
Be part of a culture of high aspirations for children of the school
- Create, maintain and enhance effective relationships.

- To work alongside colleagues within the trust to develop and implement strategies/policies

Managing Child protection online monitoring system (CPOMS)

- Ensure all safeguarding records are kept up to date
- Be responsible to ensure that the system is used appropriately and effectively by staff – managing the system to ensure that appropriate levels of confidentiality are maintained. Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Where children leave the school (including in year transfers): Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the trust board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Make sure staff are aware of any training opportunities and the latest policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Training

- Undergo regular training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- Deliver relevant Safeguarding training on an annual basis and maintain accurate records
- Liaise with HR to ensure all staff are trained

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Support staff during the referrals process
- Liaise with staff to implement effective strategies for those who we have safeguarding concerns

- To support SLT and the pastoral team on developing provision around contextual safeguarding issues
- Inform all staff of any pertinent contextual safeguarding through staff briefing/emails/bulletin

Understanding the views of children

- Encourage a culture of listening to children and take into account their wishes and feelings within safeguarding guidelines
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- To understand the culture of our families and the local community

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Other areas of responsibility

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 AHT will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

PERSON SPECIFICATION ASSISTANT HEADTEACHER (DSL)

Method of Assessment (MOA)

AF Application form	-	C Certification	-	I - Interview	or	T – Test or Exercise	-	P Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Educates to degree level (E).	AF/C
	Post - degree teacher training qualification with QTS status. PCET will be considered if QTLS is achieved or to be achieved (E).	AF/C
Experience Relevant work and other experience	Significant experience as a Designated Safeguarding Lead. (E)	AF/I
	Knowledge of statutory duties and best practice for equal opportunities, health and safety, SEN, EAL and child protection. (E)	AF/I
	Experience of dealing with outside agencies and communications with parents about pupil concerns (D)	AF/I
	The monitoring, assessment, recording and reporting of pupils' progress at each Key stage	AF/I
Skills & Ability	Excellent quality of spoken and written communication (E)	AF/I
	Builder and maintainer of positive, professional relationships with all (E)	AF/I
	Tenacity and resilience under pressure and against the odds (E)	I
	Excellent communication and interpersonal skills for working with children, other teachers and parents (E)	AF/I

	Experience of representing an organisation at school events (E)	AF/I
Behaviours	Have the highest of expectations for yourself and your students (E).	AF/I/T
	Flexible and adaptable with a can do attitude (E).	AF/I
	Good judgement in knowing when to highlight/ escalate issues (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E).	AF/I
	To proactively take the time to develop yourself and (where applicable) others through training, coaching, mentoring etc. (E).	AF/I
	A caring nature and an understanding of the needs and feelings of children (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____