



## Designated Safeguarding Lead (DSL)

Salary / grade range	PO4 SCP 35- 38 (£44,711-£47,754 FTE or £41,599-£44,430 actual)
Location	Co-op Academy Priesthorpe
Contract	Permanent, full time, term time only + 20 days
Reports to	Principal

### Purpose of role:

- To take lead responsibility for safeguarding and child protection across the academy ensuring policies and procedures are compliant with national guidance, under the direction of the Principal.
- Taking part in strategy discussions and inter-agency meetings and contributing to the assessment of children as appropriate.
- To advise and support other colleagues on child welfare and protection matters, liaising with relevant agencies such as the Local Authority and Police, where appropriate.

### Key accountabilities (and specific duties / responsibilities):

#### Core duties

- Take lead responsibility across the academy for safeguarding and child protection in line with national statutory guidance, linking with internal colleagues and external partners as appropriate.
- Ensure referrals are made to the appropriate agencies for all cases where young people are at risk of harm or abuse
- Oversight of CPOMs and distribution of caseload to the Safeguarding team
- Keep the Principal updated with any safeguarding issues through agreed mechanisms
- Support the Principal where appropriate in dealings with the LADO
- Act as a source of support and guidance for colleagues on all safeguarding and child protection matters
- Attend and contribute to child protection case conferences, and similar meetings, when required to do so
- Undergo training to develop and maintain the knowledge and skills, through at least annual update, required to carry out the role, including online safety, Prevent and FGM
- Take a lead role in the coordination and delivery of Safeguarding training including safer working practices
- Manage a small operational budget, as directed by the Principal
- Ensure the academy's child protection policies are known, understood and used



- appropriately
- Work with the Principal to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
  - 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
  - Attend appropriate events organised at Trust or Hub level, and liaise as necessary with the Regional Safeguarding Lead
  - Produce information required by statute, in conjunction with the Headteacher, to the Trust and Local Authority Safeguarding Board
  - Provide safeguarding reports to the governing board and Academy Leadership Team on an agreed timescale and in an agreed format
  - Establish, maintain and provide regular supervision for colleagues, as agreed with the Principal
  - Attend Leadership Team meetings as agreed with the Principal
  - Model best practice and uphold the principles of confidentiality and data protection at all times
  - Liaise with external agencies such as Pudsey Cluster and other key local organisations to coordinate support for families, fostering strong partnerships to enhance student welfare.
  - Lead Trust and external safeguarding reviews throughout the academic year, presenting findings and recommended actions to the Academy Leadership Team (ALT) and Community Council members to ensure continuous improvement in safeguarding practices.
  - Lead and manage all Early Help Plans where the academy is the lead professional, ensuring effective support and coordination of services for students and families in need.
  - Have oversight of the Ongoard platform, ensuring that all safeguarding actions and follow-ups are completed accurately and promptly to maintain a high standard of care and accountability.

## Specific duties

- Line manage the work of the Safeguarding Officer, Safer Schools Officer and school counsellor
- Contribute to the planning of appropriate pastoral care of all students who are withdrawn from mainstream education, liaising with appropriate staff
- Contribute to internal meetings organised to support behaviour improvement and deeper inclusion

Although some of the duties may be delegated to DDSLs or other colleagues, the DSL maintains overall responsibility for the responsibilities.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust.

The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.



The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE Maths and English Grade C/4 and above, or equivalent</li> <li>Evidence of continuing professional development</li> <li>Appropriate DSL-level qualifications</li> <li>Degree or equivalent</li> <li>Relevant management experience</li> <li>Further qualifications</li> <li>Advanced safeguarding qualifications</li> </ul>	D D D	A
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with challenging students</li> <li>Ability to work collaboratively</li> <li>Excellent use of ICT to produce reports</li> <li>Experience of providing personal supervision</li> <li>Experience of working as a Child Protection Officer for more than 3 years and as a Deputy-DSL</li> <li>Knowledge of alternative provision routes within Leeds area</li> <li>Experience of working as a DSL</li> <li>Experience of working in a multicultural school</li> <li>Experience of leading a team</li> <li>Experience of behaviour management strategies</li> <li>Experience of the use of CPOMs as a tool for making accurate records</li> </ul>	D D D D D	A/I/R
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Ability to lead, develop and manage initiatives</li> <li>Excellent organisational ability</li> <li>An outstanding practitioner able to engage with students experiencing a range of challenges</li> <li>Ability to motivate and delegate</li> </ul>		



<ul style="list-style-type: none"><li>• Ability to communicate effectively with students, staff and parent/carers</li><li>• Ability to set and maintain high standards</li><li>• Excellent oral and written communication skills</li><li>• Experience of planning and/or delivering staff training</li><li>• Effective leadership skills</li></ul>	D D	I/R
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"><li>• Ability to initiate and adapt to change</li><li>• Innovation and ambition</li><li>• Belief that all students can succeed in school</li><li>• Excellent attendance record</li><li>• Excellent time management skills</li><li>• Ability to be a leader and a team member</li><li>• Willingness to participate in the wider life of the school</li><li>• A commitment to personal professional development</li><li>• Willingness to partake in coaching to improve personal effectiveness</li></ul>	D	I/R

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.