

# Support Staff Applicant Pack

Deputy Designated  
Safeguarding Lead  
(DDSL)



# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
*Headteacher*

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

- Job title:** Deputy Designated Safeguarding Lead (DDSL)
- Reports to:** Headteacher / School Business Manager
- Hours of work:** Part time – 24 hours per week - Term time only (39 weeks per year)
- Salary:** NJC SO1, Pay Point 23-25 FTE £32,076 pa to £33,945 pa (will be reduced pro rata for term-time only contract).
- Job purpose:** To provide pastoral and safeguarding support for all students to ensure their safety and well-being.
- To act as a link between school and external agencies in order to provide this support.
- To provide regular updates and training for staff on all aspects of safeguarding including local and national contexts.

**As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

## Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Job Description

## Key responsibilities

### General

- Adhere to all school policies and procedures, particularly those in relation to equality of opportunity, health and safety, data protection and safeguarding.
- Attend meetings, conferences and home visits as appropriate.
- Maintain and record all relevant pupil information, ensuring that appropriate data protection procedures are followed.
- Work with school staff, parents and relevant external agencies regarding pupil progress, behaviour and attendance.
- Support pupils and parents during transition periods.
- Promote the school's vision and ethos, encouraging the inclusion and acceptance of all pupils.
- Ensure that appropriate policies and procedures are implemented to allow effective learning to take place, including child protection procedures and behaviour management processes.
- Attend relevant training and undertake appropriate CPD activities, ensuring that staff members are kept up-to-date with relevant news and techniques within the sector.
- Assist in the organisation of larger scale events for students that relate to student support and development e.g. mental health week activities, knife crime workshops
- Act as a role model for pupils, setting high expectations and acting in a professional manner.

### Safeguarding and Child Protection

- Ensure safeguarding at DCS is effective by working within an effective Safeguarding Team
- Attend all relevant safeguarding meetings in the role of DDSL, either virtually or in person
- Ensure CPOMS (the school's safeguarding management and recording system) is updated regularly and reviewed at multiple points throughout the day. Lead on CPOMS training.
- Devise, deliver and review the training of all staff (including new starters) in safeguarding matters. This includes ad hoc training, weekly bulletins and ensuring visitor processes are robust.
- Devise and review any relevant Risk Assessments for students, for example those who may self harm
- Work closely with the wider Pastoral Team to ensure all aspects of safeguarding are considered, for example SEND, attendance and behaviour/exclusions.
- Liaise with all appropriate external agencies to safeguard children including social care, the Police, Prevent Team, LADO, DDSCP, Housing etc.
- Be cognisant of thresholds within safeguarding practice, and how to challenge decisions made by agencies such as social care
- Lead the school's Early Help process
- Lead the school's mental health and wellbeing processes in consultation with AHT Pastoral and Headteacher
- Liaise with AHT Pastoral in making reports to the LGB regarding aspects of safeguarding
- Deputise for the DSLs when necessary

# Job Description

## Key responsibilities – continued

### Pastoral care

- Demonstrate a commitment to safeguarding and promoting the welfare of pupils, ensuring that pupil wellbeing is the focus of all actions undertaken in the role.
- Assist with the pastoral care of pupils, ensuring that the school meets all pupils' personal and social needs.
- Provide one-to-one pastoral support to pupils, where necessary.
- Work with staff members and parents in order to remove practical, social and emotional barriers to learning.
- Raise any concerns regarding pupils' learning and the support they receive with the relevant Head of Year.
- Plan and implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of any measures in place.
- Discuss individual pupils' needs with relevant members of staff, parents and external agencies, where appropriate.
- Monitor and assess the implementation of support programmes, reviewing these and making informed changes where necessary.
- Maintain accurate records regarding the implementation of support programmes, including any referrals that are made.
- Place a strong focus on pupils' social, mental and emotional health (SEMH) needs.
- Liaise with the future careers advisor to ensure that pupils are effectively prepared for, and supported in, their future after education.

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' wellbeing and learning.
- Promote independence, recognising and rewarding achievement of self-reliance.

### Supporting staff

- Act as a point of contact for staff members regarding the wellbeing of pupils and provide the necessary support.
- Work with the senior leadership team (SLT) and other staff members to ensure continuity of pastoral care throughout the school.
- Liaise with staff members to ensure the wellbeing of pupils and their full participation in school life.
- Make necessary staff members aware of individual pupils' specific needs.
- Provide staff members with advice regarding pupil support strategies to ensure pupils' academic, social and emotional needs are met.
- Assist with implementing individual pupils' learning plans, pastoral support plans and acceptable behaviour contracts.
- Liaise with staff members to plan, assess and adapt learning activities to meet pupils' needs.
- Provide pastoral-focussed training, as well as any other relevant CPD opportunities, to staff members.

*Supporting staff continued on next page.*

# Job Description

## Key responsibilities – continued

- Advise staff members on how to effectively support pupils' SEMH and meet their individual needs.
- Ensure resources are suitable for learning activities and effectively support the needs of pupils.
- Participate in internal and multi-agency exchange of information and best practice, ensuring that data protection and child protection policies are adhered to.

## Communication

- Establish positive, productive and constructive relationships with pupils, parents and colleagues to assist home-school communication and facilitate the support provided.
- Develop innovative methods of engaging with parents and families, encouraging increased parental participation in pupils' education.
- Participate in internal and multi-agency exchange of information and best practice, ensuring that data protection and child protection policies are adhered to.
- Liaise with the special educational needs coordinator, to ensure that pupils' needs are effectively met and appropriate support is provided.
- Assist in the development of positive relationships with other schools, liaising with pupils' previous or forthcoming schools in order to ensure a positive transition.
- Meet with staff members, pupils, parents and external agencies in order to identify individual concerns and develop informed plans of action.

# Job Description

## Person specification

|                                    | Essential   | Desirable  |
|------------------------------------|---|--|
| <b>Qualifications and training</b> | <p>The successful candidate will:</p> <ul style="list-style-type: none"><li>• Hold GCSEs or equivalent qualification in at least English and Maths.</li></ul>   | <ul style="list-style-type: none"><li>• Undertaken behaviour management and safeguarding training.</li><li>• Educated to degree level in a relevant subject.</li><li>• Hold a valid DBS check.</li></ul>   |
| <b>Experience</b>                  | <p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"><li>• Undertaking relevant and effective CPD relevant to the role</li><li>• Developing and delivering individual and group-based support to pupils.</li><li>• Working with pupils with behavioural issues and/or safeguarding needs.</li><li>• Supporting pupils' SEMH needs.</li><li>• Creating and implementing behaviour management/support strategies.</li></ul> | <ul style="list-style-type: none"><li>• Experience of working in a similar role for at least the previous three years</li><li>• Experience of handling child protection and welfare cases.</li><li>• Previous experience of working in a DSL role or DDSL role</li></ul> |
| <b>Knowledge and skills</b>        | <p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Knowledge of statutory requirements regarding the education sector and pupil wellbeing.</li><li>• Knowledge of legislation regarding pupil attendance, safeguarding and data protection.</li><li>• Knowledge of common pastoral issues and how to respond to the different situations which may arise.</li></ul>   | <ul style="list-style-type: none"><li>• Previous counselling experience</li><li>• Knowledge of CBT techniques and their application in a school setting</li></ul>  |



## Person specification – continued

|   | Essential   | Desirable |
|---|---|-----------|
| <b>Knowledge and skills – continued</b> | <ul style="list-style-type: none"><li>• Knowledge of local and national support services that are available to pupils and schools.</li><li>• Proven awareness and respect for the highly sensitive status of information and its confidentiality.</li><li>• Excellent written and verbal communication skills.</li><li>• An ability to motivate colleagues.</li><li>• Knowledge of child protection and safeguarding procedures.</li><li>• Knowledge of intervention strategies, including those in relation to behaviour and attendance.</li><li>• A good understanding of child development, learning processes and barriers to learning.</li></ul> <p>The successful candidate will be able to:</p> <ul style="list-style-type: none"><li>• Work as part of a team, as well as independently.</li><li>• Adapt activities to ensure they are inclusive.</li><li>• Effectively delegate tasks and responsibilities.</li><li>• Manage projects and lead a group.</li><li>• Collate and summarise information and data.</li><li>• Be proactive in the protection of children in reference to safeguarding procedures and protocols.</li><li>• Effectively liaise with external agencies.</li><li>• Develop and implement effective support strategies.</li><li>• Identify triggers of poor behaviour and barriers to learning.</li><li>• Assess pupils and their families, and identify their needs to ensure effective support is provided.</li><li>• Maintain accurate and up-to-date records.</li></ul> |           |

## Person specification – continued

|                    | Essential  | Desirable |
|--------------------|--|-----------|
| Personal qualities | <p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Excellent communications skills.</li><li>• Good time management and the ability to prioritise tasks effectively.</li><li>• A well-developed sense of empathy.</li><li>• A good attendance and punctuality record.</li><li>• High expectations of self and professional standards.</li><li>• The ability to maintain successful working relationships with other colleagues.</li><li>• A willingness to work outside of the timetabled day, where necessary.</li><li>• High levels of drive, energy and integrity.</li></ul> <p>The successful candidate will be able to:</p> <ul style="list-style-type: none"><li>• Build positive and productive relationships with staff members, pupils and parents.</li><li>• Consistently promote good behaviour throughout the school.</li><li>• Effectively motivate and encourage pupils.</li><li>• Work flexibly, attending and contributing towards meetings and training outside of their specified work hours.</li><li>• Commit to contributing to the wider school and its community.</li></ul> |           |