



## **Archbishop Blanch CE High School**

### **Welcome**

I would like to offer you a very warm welcome to Archbishop Blanch School. Archbishop Blanch is the only Church of England girls' school in the city and offers all students a dynamic place to learn in a caring, Christian way.

Our Christian ethos permeates through everything we do, underpinned by our Christian values. Archbishop Blanch is a happy school; our students are keen to learn, are respectful and develop into well rounded individuals. They are supported by creative teaching using the latest technologies to enhance their learning, alongside a strong pastoral support system. It is a pleasure to watch them mature into confident young people who will become our citizens of the future.

Claire Madeloso  
Headteacher

**We aim to "Not love in word or talk, but in deed and in truth"  
(1 JOHN 3:18)**



## Archbishop Blanch CE High School

### About the School

Archbishop Blanch Church of England High School for girls in year 7-11, with a mixed sixth form, is at a very exciting stage in its development. Judged to be "Outstanding" in February 2020, behaviour is described as "impeccable", while the school's core values were seen as critical to the success of students. Our school is a very diverse community and we welcome applicants of all faiths and cultures.

Across the board, the curriculum is ambitious and students achieve excellent results in external examinations. This is underpinned by a strong pastoral system that enables pupils to flourish.

The number on roll at Archbishop Blanch is increasing and the school is heavily oversubscribed.

We have state of the art facilities including a brand new build that opened in January 2024, an impressive staff development programme and a highly motivated student body to offer to the successful candidate.

As a faith-based school, we have an "Outstanding" SIAMS report and have recently had an extremely positive Keeping in Touch visit. The welcoming and inclusive environment was noted throughout both visits.

The outstanding behaviour of our students, state of the art facilities and excellent pastoral care results in many visitors commenting on the strong sense of a real community atmosphere existing within the school.

Staff morale is high, the atmosphere in the school is very positive and students' work and behaviour in and around school reflects this. Staff and student retention are high leading to a calm atmosphere across the school with consistency and stability evident.

We have strong partnerships with many external organisations and agencies including other secondary and primary schools.

We have a very strong and supportive Governing Body who take an active part in the life of the school and are fully involved in moving the school on in its journey of school improvement.

*Our school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks.*

**Community Compassion Thanksgiving Trust Friendship Forgiveness**



## **Archbishop Blanch CE High School**

### **About the role**

Vacancy: Deputy Designated Safeguarding Lead  
Start Date: As soon as possible  
Grade: NJC Grade 6 points 24 – 29  
Working hours: 8.00am to 4.00pm Monday to Friday  
(Term Time plus inset days)

This varied role is ideal for anyone hoping to make a positive impact on the lives of children within our diverse and welcoming community.

You will be actively engaged in supporting the safeguarding and wellbeing of our children and will take a key role in ensuring our culture of the highest levels of safeguarding is embedded throughout the school. If you have the skills and experience to build constructive relationships and work proactively with children and families to improve outcomes, this opportunity could be perfect for you.

The successful applicant will join a talented and hardworking staff team. Our school is located in a diverse area of the city and we are proud of our multi-cultural student body.

# ARCHBISHOP BLANCH CE HIGH SCHOOL

## JOB PROFILE

*“Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people”*

<b>Post Title:</b>	Deputy Designated Safeguarding Lead
<b>Working Time:</b>	Full Time
<b>Grade:</b>	NJC Grade 6 point 24 - 29
<b>Disclosure Level:</b>	This post is subject to a current Enhanced Disclosure.
<b>Line Manager:</b>	Designated Safeguarding Lead

The post holder is required to support and encourage the school's Christian ethos and its objectives, policies and procedures as detailed in the current Staff Handbook and Policy File. This also includes commitment to policies integral to the ethos of the school.

### Job Purpose

To assist and support the Headteacher, SLT and teaching staff in providing high standards for effective safeguarding and to promote the school's ethos and vision - We aim to “not love in word or talk but in deed and truth” (1 John 3:18).

The role will strategically be working alongside the safeguarding team to ensure there is an effective safeguarding culture within the school.

### Key Tasks

- To act as a Deputy DSL (Designated Safeguarding Lead)
- To develop and maintain effective and supportive mentoring relationships with vulnerable children, providing support and guidance by removing barriers to learning and school participation.
- To work with the attendance lead in identifying key areas of concern.
- To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
- To work in partnership with parents and carers to develop their parenting capacity to improve their child's life chances.

### Main Duties/Responsibilities

#### Child Protection and Safeguarding

- To support the school in ensuring the highest standards of safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.
- To understand and comply with safeguarding procedures and to take immediate and prompt action to safeguard children.
- Undertake all relevant training to keep yourself up to date with any changes or new legislation or requirements around Child Protection and Safeguarding.
- Maintain accurate records and support staff training related to safeguarding and ensure that all staff meet the statutory requirements.
- Attend a range of meetings including inclusion team meetings, Team Around the Family meetings, child protection, Child in Need, PEP, core group and review meetings, and attendance planning meetings as required.

- To assist the DSL in identifying children and families showing early signs of disengagement and those who would benefit from support to help overcome barriers
- Act as an additional point of contact for staff members raising safeguarding and child protection concerns and be available during all school hours during term time. In partnership with other stakeholders, identify pupils who may be at risk and use the correct referral protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency, e.g. children's social care services (CSCS), the police and Channel.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.
- Support staff members who make referrals to external agencies.
- Liaise with the LA and follow up any referrals made, and provide support to the LA on behalf of the school where necessary.
- To assess underlying reasons for disengagement and formulate an action plan that considers the social, emotional and educational needs of the child and family.
- To work in the best interests of the child and to maintain a focus on child outcomes at all times.
- To develop supportive mentoring relationships with vulnerable children, to perform other duties, e.g. structured playground support, developing social skills support, anger management support, in order to contribute positively to the development of individual pupils, their parents/carers and the school as a whole.
- To establish and maintain positive working relationships with other agencies and the local community, including health, early help and social care, and voluntary and community sector providers.
- To assist staff in identifying children and families showing early signs of disengagement and those who would benefit from support to help overcome barriers
- To assess underlying reasons for disengagement and formulate an action plan that considers the social, emotional and educational needs of a family
- Develop, agree and implement a time bound action plan with children and families based on an assessment of strengths and needs
- To ensure the maintenance of accurate records of work carried out with each family and young person.
- To work in partnership with parents and carers to develop their parenting capacity to improve their child's life chances.
- To share strategies to support children and families in school meetings when requested e.g. School Attendance Panels/ Early Help Meetings
- To be available for families to make contact and provide flexible support and carry out home visits with a colleague where necessary
- To signpost families to community services to provide advice and support.

### **Working with others**

- Act as a source of support, advice and expertise for all staff regarding child protection and safeguarding matters.
- Engage with children's social care and specialist services as required.
- Continuously keep the Head of School informed of any safeguarding issues or ongoing enquiries.
- Support the DSL to ensure the SLT is kept up-to-date on a termly basis regarding all safeguarding referrals and investigations.
- To act as a point of contact for the school's safeguarding partners: The LA, integrated care boards, police
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend LA child protection case conferences and effectively contribute to these when required.
- Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and the SENCO) on safeguarding matters.
- Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Take part in strategy discussions and inter-agency meetings.

**Community Compassion Thanksgiving Trust Friendship Forgiveness**

### Information sharing

- Support the Head of School and DSL Team to ensure the child protection files are kept up-to-date.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Understand the importance of information sharing with appropriate staff and external agencies.
- Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.

### Professional conduct

- Be responsible for the care, accuracy, confidentiality, security and maintenance of highly sensitive information, in accordance with GDPR regulations. Remain aware at all times of confidentiality and sensitivity requirements in relation to the service provided.
- To operate within agreed legal, ethical and professional boundaries when working with children and families and those involved with them.
- To adhere to the school guidance about lone working and conducting off site visits to ensure own safety
- Remain up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
- To adhere to school policies practices and procedures and be an advocate for school safeguarding, anti-bullying, behaviour and online safety policies.

### General

- To contribute to the overall ethos, aims and objectives of the school for example by attending meetings, sharing information and expertise to improve outcomes for children.
- To carry out all duties in accordance with the Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
- To have a due regard for safeguarding including social care thresholds and promote the welfare of children. To follow all associated child protection and safeguarding policies adopted by the Local Authority.
- To participate as required in appraisal and performance management processes and to take full responsibility for the implementation of own and continued professional development
- Work flexibly as may be required by the needs of the school and the vulnerability of the families
- To carry out any other reasonable duties as required or requested by the headteacher, consistent with the purpose and the grade of the post.

### NOTES

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The responsibilities for this post are subject to the general duties and responsibilities contained in The Statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 4(1) (f) of the Teacher's Conditions of Employment.
- This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- All staff are bound to comply with the School's Data Protection Policy regarding any information submitted to Archbishop Blanch School and held under the Data Protection Act 1998.

## Person Specification

### Deputy Designated Safeguarding Lead

<b>Education/Training</b>	
At least 5 GCSEs with a Grade C in English and Maths (or equivalent)	E
PREVENT training	D
Knowledge and understanding of relevant legal frameworks such as child protection, safeguarding and data protection	E
Commitment to continuing professional development and willingness to undertake training as required to develop skills	E
Early Help Assessment trained (EHA)	D
Designated Safeguarding Lead Training	D
<b>Experience</b>	
Experience of working in a school environment or with children in another context or educational setting	D
Experience of working with children and their families to provide early help and support	E
Experience of recording casework using data management systems	D
Experience of supporting and impacting positively on children and families who are vulnerable and those with additional needs	D
Experience of pastoral support	E
Experience of completing referrals to outside agencies	D
Experience of working successfully with a variety of outside agencies including attending and contributing to multi-agency meetings	E
<b>Professional Knowledge and Skills</b>	
Ability to communicate effectively (both orally and in writing with a wide range of stakeholders)	E
Ability to keep confidentiality and an understanding of confidentiality	E
Understanding of the key issues and legislation relating to safeguarding and Keeping Children Safe in Education	E
Ability to lead meetings	E
Proven ability to act as an effective advocate for children securing positive outcomes on their behalf	D
Ability to adapt and contribute towards change in a positive manner. Spots opportunities or problems in own area and takes action to capitalise on opportunities or resolve problems	E
Is an advocate for equality of opportunity and respecting Diversity	E
Builds positive and productive working relationships with a wide variety of individuals and groups	E
Proactively gets involved in projects that are outside of immediate work area that contribute to the development of the school and the wider community	E
<b>Personal Skills and Qualities</b>	
A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour	E
Willingness to undertake CPD and training	E
Commitment to safeguarding, and the welfare of children and young people	E
A respectful approach to children and young people with SEN	E
Excellent interpersonal and communication skills	E