Job Description
Assistant Headteacher - DSL
Education

Job Title	*Assistant Headteacher – Designated Safeguarding Lead*
Responsible to	*Headteacher*
Key Internal Contacts	*Other staff within the Education team* *Staff in other departments within* *the Service Staff in other Services in* *the Region* *Central Office Staff*
Key External Contacts	*Service User relatives, advocates and others* *Placing Authorities and Service Providers* *Regulatory Authorities, Local services – statutory, voluntary and* *community, Neighbours, External Service providers*

JOB PURPOSE

- Support the Headteacher with the leadership and management of the school in order to promote effective education and care and contribute to the learning, personal development and well-being of all students.
- Be an integral member of the Senior Leadership Team (SLT) discharging individual responsibilities
- to a high standard as well as supporting the work of the team at all times.
- Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with
- statutory regulation.
- To act as the school's lead designated safeguarding lead and manage the DSL team.

KEY TASK AREAS & RESPONSIBILITIES

- Support the management of systems, routines and processes to work effectively in line with legal
- requirements.
- Lead on all safeguarding matters within the school with support of the Headteacher and leadership
- team
- To lead and direct on whole school staff CPD around safeguarding.
- To promote and embed a culture of inclusion and safeguarding so all pupils are supported and safe.
- Work with the Headteacher and SLT to lead and manage strategic areas of school development.

- Be proactive in establishing communications which foster good relations with all stakeholders, external agencies, individuals and organisations and which, through consultation, seek their positive support and active involvement in the school.
- Provide information and advice to the Headteacher and Regional Director in accordance with
- Governance arrangements and support proper accountability processes throughout the school.

General Responsibilities

- Safeguard and promote the welfare of children and young people.
- Work in accordance with professional practice, statutory and legal requirements and the policies of the
- School.
- Line manage middle leadership staff and act as a Team Leader for Performance Management.
- Reflect on their personal contribution to school achievements and take account of feedback from
- others.
- Take on specific tasks related to the day-to-day administration and organisation of the school.
- Take whole school responsibility for specific areas of work which will be reviewed annually.
- Take on any additional responsibilities which might from time to time be determined.

Strategic Direction, Leadership and Management

- Work with the Headteacher and SLT to ensure the vision for the school is clearly articulated, shared
- and acted upon by all.
- Work with others to translate this vision into agreed objectives and operational plans which support
- and sustain improvement and growth.
- Support the implementation of an integrated school improvement plan and take sole responsibility for
- appropriately delegated aspects of it.
- Support staff and stakeholders in achieving the priorities and targets the school sets for itself.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes. Leading and Managing Staff
- Support SLT in developing positive working relationships with and between all staff and provide and
- sustain motivation.
- Plan, delegate and evaluate work carried out by teams and individuals to ensure a consistent
- approach across the curriculum.
- Maintain a culture of high expectations for self and for others and take appropriate action when
- performance is unsatisfactory.
- Have an active commitment to CPD and lead by example in this area.
- Manage his or her own workload and that of others to enable an appropriate work/life balance to be
- achieved.

Leading Safeguarding

The post holder will act as the school's designated safeguarding lead and support the Headteacher for Safeguarding:

- Ensure all policies and documentation for safeguarding is regularly reviewed and updated.
- Ensure all staff receive regular training regarding safeguarding and are aware of protocols.
- Ensure all cases of safeguarding are followed up in a timely manner
- Communication with parents, professionals and pupils regarding safeguarding.
- Ensure the recording of all safeguarding i.e. Pupil concerns, parent concerns and staff concerns.
- Develop and implement systems for recording and tracking the progress of individuals and groups
- from entry to exit.
- Collect, collate, interpret and present specialist assessment data and co-ordinate the annual target
- setting process.
- Ensure individual needs are being met though effective planning and assessment.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

PERSON SPECIFICATION

Qualifications & Training	**Essential**	**Desirable**
Qualified Designated Safeguarding Lead	✓	
Professional development relevant to the post		✓
Completion of NPQSL or willingness to do so		✓
Willingness to extend personal and professional development	✓	
Experience	**Essential**	**Desirable**
Experience of being a Designated Safeguarding Lead in a School for pupils with Autism		✓
Holds a Teaching qualification and Qualified Teacher status		✓
Experience of being a Pastoral Lead in a school for pupils with autism		✓
Experience of leading on the Behaviour & Attitudes section on a school development plan		✓
Experience of leading a school through an OFSTED/ISI inspection regarding Safeguarding		✓
Experience of OFSTED/ISI meetings and process	✓	
Leadership and management experience gained in middle management post	✓	
Demonstrated ability to engage positively and effectively with young people presenting complex learning needs	✓	
Experience of School Improvement processes and practice	✓	
Experience of recruiting, managing and inducting staff	✓	
Experience of multi-disciplinary and multi-agency working	✓	
Experience of leading a pastoral team		✓
Experience of working with complex young people with additional and autism	✓	
Experience of working with clinical teams to support young people		✓
Knowledge & Understanding	**Essential**	**Desirable**
Understanding of safeguarding requirements	✓	
Knowledge of Education Acts and other legislation relevant to special education	✓	

Understanding of OFSTED/ISI requirements	✓	
Sound working knowledge of the SEN Code of Practice	✓	
Understanding of the statutory curriculum and other educational initiatives and requirements	✓	
Membership of a professional association		✓
Skills	**Essential**	**Desirable**
Ability to lead and provide a clear vision	✓	
Ability to plan, monitor and evaluate policy and programmes and make judgements about their impact	✓	
Ability to apply and practice quality assurance and control mechanisms	✓	
Ability to identify and promote pupils' academic, personal and social progress, and maximise ways of evidencing them	✓	
Ability to motivate and develop people and the confidence to exercise delegated authority in a lead role	✓	
Effective organisational skills including: • the ability to construct and present clear, accurate and succinct reports • good time management	✓	
management of meetings		
Ability to think strategically and analytically including the collation and application of data to inform planning and development	✓	
Effective communication and interpersonal skills including sensitivity and awareness of others' needs	✓	
Team working skills	✓	
Competent in the use of ICT	✓	
Ability to manage people and resources to good effect	✓	
Ability to plan, organise and lead training & development activity		✓
Ability to manage financial and budgetary processes effectively		✓
Other	**Essential**	**Desirable**
Highly motivated and demonstrated commitment and enthusiasm	✓	
Ability to enthuse and motivate others	✓	
A positive and energetic approach to work	✓	

Flexible, approachable and resilient under pressure	✓	
Commitment to working with other agencies to support young people's education and care	✓	
A desire to enable each young person to achieve their personal best and resolute in challenging barriers to their success	✓	
Commitment to the development of all staff	✓	
Commitment to equality of opportunity and a clear strategic vision for inclusion	✓	