

We Are Hiring

# DEPUTY DESIGNATED SAFEGUARDING LEAD

Creativity

Holistic Education

Open-Mindedness

Individuality

<b>Location:</b>	TCW East London School (E1)
<b>Hours:</b>	Monday – Wednesday: 8.30am – 4.30pm Thursday: 8.30am – 6.00pm Friday: 8.30am – 4.00pm
<b>Salary:</b>	From £32,270 FTE per annum
<b>Responsible To:</b>	Designated Safeguarding Lead (DSL)

## Role Summary:

The Deputy Designated Safeguarding Lead (DDSL) plays a key role in supporting the safeguarding, welfare and wellbeing of students at TCW East School. This is a non teaching role where the post holder is responsible for the day-to-day operational management of safeguarding and welfare within the school.

Working under the direction of the DSL, the DDSL ensures safeguarding concerns are identified, recorded, actioned and followed up effectively on MyConcern, while maintaining strong relationships with students, staff and families. They will line manage Student Welfare Officers, supporting the daily management of safeguarding concerns.

This role requires knowledge of best practice, strong judgement, emotional resilience and the ability to manage complex safeguarding situations in a calm, supportive and professional manner.

## Responsibilities:

### 1. Operational Safeguarding Case Management

- Manage day-to-day safeguarding concerns, including monitoring MyConcern alerts, logging, updating and progressing cases
- Ensure safeguarding systems are actively monitored throughout the school day
- Track student attendance and follow up on missing/no-contact students
- Maintain awareness of SEN needs, trauma-informed approach and family and community contexts

### 2. Student Welfare & Relationships

- Build strong, trusting relationships with students and families
- Act as a visible and approachable safeguarding presence
- Identify early help needs and escalate concerns appropriately
- Support engagement with vulnerable or disengaged students
- Monitor patterns such as absence or disengagement and escalate appropriately
- Deliver workshops to students in response to whole school themes

### 3. Safeguarding Case Coordination

- Support the DSL in assessing safeguarding concerns
- Implement safeguarding actions and interventions
- Contribute to referrals to external agencies
- Prepare information for multi-agency meetings

### 4. Risk Assessment & Admissions Support

- Ensure all students and activities have comprehensive and accurate risk assessments that are regularly reviewed and updated
- Train staff on high quality risk assessment completion, monitoring and holding all contributors to account
- Liaise with external professionals to gather relevant safeguarding information
- Contribute to decision making around safe placement and provision

### 5. Line Management of Student Welfare Officers

- Line manage Student Welfare Officers in line with TCW policy
- Provide regular supervision, offer guidance on safeguarding cases and support with workload prioritisation
- Monitor quality of safeguarding actions and records within the team
- Support development and training of welfare staff

### 6. Safeguarding Records and Compliance

- Maintain accurate, high-quality safeguarding records
- Ensure MyConcern chronologies are up to date and actions are clearly documented
- Support the monitoring of SCR compliance and the safer recruitment processes

## 7. Staff Support & Training

- Act as a first point of contact for staff safeguarding queries
- Support the delivery of safeguarding training and induction of new staff
- Provide feedback on safeguarding reporting quality

## 8. Incident Response & Escalation

- Respond to safeguarding incidents appropriately
- Escalate high-risk concerns, complex cases and all allegations to the DSL immediately

## 9. Multi-Agency Working

- Support the coordination with external agencies
- Attend or contribute to meetings where required
- Maintain professional and constructive relationships with external services

## 10. Contribution to TCW Safeguarding Team

- Work collaboratively with the welfare team across TCW
- Provide cover for the DSL and related safeguarding responsibilities wherever required
- Contribute to further development of safeguarding systems and approaches

## Person Specification:

### Essential:

- A Level or equivalent and GCSEs in English & Maths grade C/4 or above
- Experience working with children or young people in a safeguarding, pastoral or welfare role
- Ability to produce comprehensive and professional written communications for staff, families and external stakeholders, in addition to strong verbal communication skills.
- Strong understanding of safeguarding and child protection
- Experience working with vulnerable students (e.g. SEN, SEMH, excluded students)
- Excellent organisational and record keeping skills
- Ability to manage workload and prioritise effectively
- Strong relationship building skills
- Ability to remain calm under pressure and manage emotionally demanding situations
- Emotional resilience and professionalism

### Desirable:

- Degree or equivalent
- Safeguarding Level 3 or above (training available)
- Previous experience in a Deputy DSL or safeguarding leadership role
- Experience line managing staff
- Knowledge of local authority safeguarding processes
- Experience supporting or managing complex safeguarding concerns
- Experience working in alternative provision or outreach settings

The job description is not an exhaustive list and there may be times when the Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

## Extra Information:

This is a salaried full time position. This role is only expected to work in the school during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30–16.30 with a 30-minute lunch break on weekdays, with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which run 4:30–6:00pm, and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Designated Safeguarding Lead, with performance reviews happening in line with the appraisal policy. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

This role will be based in our East London School, with occasional visits to our other schools and central office where required. Due to the nature of this role, working from home during term time is not possible. All work is expected to be carried out onsite.

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.**