

## Job Description

**Job Title:** Designated Safeguarding Lead (DSL) & Mental Health Lead

**Grade:** Band L (Points 32-34) (salary details at appendix 2)

**Hours:** 37 hours per week

Full Year post

**Reports to:** Deputy Headteacher

**Responsible for:** Deputy DSLs'

### Main Purpose of Job

- To lead and manage safeguarding, child protection, and mental health provision across the school in line with statutory guidance and Ofsted expectations.
- The postholder will act as the school's Designated Safeguarding Lead, ensuring safeguarding and child protection procedures are fully embedded within school practice and culture. They will also lead the development of a whole-school approach to emotional wellbeing and mental health, supporting students to feel safe, supported, and ready to learn.
- The role requires strategic leadership, operational safeguarding oversight, effective multi-agency working, and direct intervention with vulnerable students and families.

### Main Duties & Responsibilities

#### Safeguarding Leadership

- Act as the school's Designated Safeguarding Lead in accordance with statutory guidance issued by the Department for Education, including Keeping Children Safe in Education (KCSIE).
- Lead and promote a strong safeguarding culture across the school in line with Ofsted's Education Inspection Framework.
- Ensure safeguarding and child protection policies are fully compliant, regularly reviewed, and effectively implemented.
- Maintain oversight of all safeguarding concerns, referrals, and interventions.
- Ensure safeguarding records are accurate, confidential, secure, and compliant with GDPR requirements.
- Oversee referrals to children's social care, Early Help, police, CAMHS, and other external agencies.
- Attend and contribute to child protection conferences, CIN meetings, strategy meetings, TAC meetings, and professional reviews as required.
- Ensure appropriate action is taken where students may be at risk of harm, exploitation, radicalisation, neglect, or abuse.
- Maintain effective systems for monitoring vulnerable students, including those with attendance, behaviour, SEND, SEMH, or safeguarding concerns.
- Support safer recruitment processes and safeguarding induction for new staff.
- Ensure safeguarding training for staff and governors is current and compliant with statutory requirements.
- Provide safeguarding advice, guidance, and support to staff across the school.
- Lead training for all staff on safeguarding and mental health. Source external professionals as required.

## **Mental Health & Wellbeing Leadership**

- Lead the development and implementation of the school's mental health and wellbeing strategy.
- Promote a whole-school approach to emotional wellbeing, resilience, and inclusion.
- Coordinate targeted interventions and support for students experiencing mental health difficulties.
- Support students experiencing anxiety, self-harm, trauma, bereavement, emotional distress, or other wellbeing concerns.
- Develop individual support and risk management plans where appropriate.
- Work collaboratively with pastoral teams, SEND staff, attendance teams, and external agencies to support vulnerable students.
- Coordinate referrals to external mental health services including CAMHS and local wellbeing services in conjunction with Inclusion and Pastoral staff.
- Deliver and coordinate wellbeing initiatives, awareness campaigns, assemblies, and parent workshops.
- Contribute to improving attendance, behaviour, personal development, and inclusion outcomes.
- Promote student voice and ensure students feel listened to, supported, and safe.

## **Multi-Agency & Family Working**

- Develop positive and professional relationships with parents, carers, and external agencies.
- Act as the key point of contact for safeguarding and wellbeing matters.
- Ensure effective communication and information sharing with relevant professionals.
- Work collaboratively with external agencies to secure positive outcomes for students and families.
- Challenge external agencies appropriately where responses or provision are insufficient.

## **Safeguarding**

This post is subject to enhanced safeguarding requirements due to regulated activity with children. The postholder will:

- safeguard and promote the welfare of children and young people
- adhere to KCSIE and all school safeguarding procedures
- undertake safeguarding training and updates as required
- report any concerns immediately in line with school procedures.

## **General Responsibilities**

- Uphold and promote the school's ethos and values.
- Maintain confidentiality and professionalism at all times.
- Comply with all school policies, including safeguarding, health and safety, equality, and data protection.
- Undertake any other reasonable duties commensurate with the grade and nature of the post.

## **Health and Safety**

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

## General

### Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

### Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

### Notes

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

## Appendix 1

### Support Staff Management Posts

#### Strategic

Provide support for the management of the School Administration Function, including:

1. Ensure the effectiveness of the function to maximise the positive impact on teaching and learning, student wellbeing and extended services provision
2. Establish standard operating procedures
3. Maximise efficiency
4. Develop and maintain an ongoing customer focus
5. Production of area development plans (as part of overall School Improvement Plan) including identification of needs, costs and prioritisation of works.
6. Ensure compliance with health and safety, safeguarding, data protection and other regulatory requirements
7. Develop and share good practice across the team and the school and into such partnerships as may be existing, or be appropriate for development, with other schools, businesses and other relevant bodies
8. Provide advice and guidance to partner and cluster schools and organisations within area of responsibility
9. Ensure effective procedures for the recruitment, appointment, induction, review and development of staff within your working area, in line with school policy and within overall guidance by HR
10. Develop and implement procedures to identify impact measures, evaluate the effectiveness of your responsibility area and feed directly into development planning.
11. Provide and act upon management information as required, by agreement with the Line Manager

## **Corporate**

1. Be a member of the Support Staff Management Team to contribute to the leadership, management, development and effective operation of support services
2. Take a full and active part in the operational management of the school
3. Contribute to system leadership through purposeful collaboration with partner schools and other organisations
4. As a member of staff in a school that works in partnership with other organisations, contribute to the development and sharing of good practice into partnership with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
5. Be prepared to carry out staff duties, and be a presence round the school at key times and at key school events
6. As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

## **Working with Students**

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

## **Membership of Groups**

1. As a senior member of support staff, membership of the Support Staff Management Team
2. In the event that a Health and Safety Committee is in force at the school, the post holder may be required to be member.

# **Appendix 2**

## **Designated Safeguarding Lead (DSL) & Mental Health Lead**

### **Terms and Conditions of Employment specific to the post**

#### **Working Hours**

The post is for 37 hours per week. The actual timings will be by agreement with the line manager, in line with general school policy.

An unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager.

This is a full year post, covering school terms, staff learning days and school holiday periods.

There is not usually specific provision for overtime payment for more senior staff posts which are graded at Band I or above. However, where significant and sustained additional hours are required in pursuit of a specific agreed development, agreement will be made to allow some time in lieu to be taken at a mutually convenient time or, occasionally, for an element of payment to be made.

#### **Holidays**

- a) 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service.
- b) An additional 2 days, to be taken during the Christmas period (actual days vary slightly each year)
- c) A total of 8 Bank Holidays and 4 Statutory days, either taken on the day or taken as time in lieu in the event that the school or sport facilities are open and let on any of these days.

Whilst most personal leave should be taken during the school holiday periods, there is provision for some leave to be taken during term-time, subject to approval in each instance.

**Other Benefits**

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

**Remuneration**

Starting salary for a full-time post at Band L (points 32 - 34) is within the range £42,839 to £45,091 per annum. Starting point depending on experience, qualifications and subject to any continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*