



Cambourne Village College

An Academy of



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Senior Designated Safeguarding Lead

Required: 1 September 2022 (an earlier start may be negotiable)

Salary: PO1, point 27, £31,895 FTE (Range 27 to 30) Actual salary for 30 hours; £22,021, for 37 hours; £27,159 per annum.

**Hours of work: 30 to 37 hours per week by negotiation, 39 weeks per year, term time plus 5 training days
Some paid holiday cover is required.**

Actual hours: 8am to 4pm-Monday to Thursday, 8am-3.30pm Friday.

Contract: Permanent

The College is seeking to appoint an experienced Designated Safeguarding Lead to head the work of the safeguarding team on a day-to-day basis and be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for any pupils who self-refer. The post holder will lead the dedicated Safeguarding team to ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people. The post holder will work to ensure that safeguarding matters across school are addressed and, wherever possible, pre-empted by working alongside the Deputy Principal with oversight of Pastoral matters.

For the job description and person specification please access our website:

www.cambournevc.org/contact-us/vacancies For further information please contact **Philippa**

Boyns: pboyns@cambournevc.org

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. Planning is underway to open a 350 place sixth form, with 175 students in each of Years 12 and 13, effective from 2024. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

How to apply:

Please complete the Application Form located on the Cambourne Village College website (www.cambournevc.org/contact-us/vacancies) and attach a letter of application (consisting of no more than 2 sides of A4 when printed). In your letter of application, please explain:

- The reason for your interest
- Your relevant track record that confirms you could fulfil the expectations of the role
- Your reflections on how you could contribute to the further development of Cambourne Village College as a truly excellent school

Closing date: noon on Monday 6 June 2022. **Interviews:** TBC

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

Job Description

Senior Designated Safeguarding Lead Officer- Cambourne Village College

Created May 2022 for academic year 2022/23

This is a permanent position starting 1 September 2022

Salary: Principal Officer (PO1)

Line of Responsibility

The Designated Senior Safeguarding Lead is directly responsible to the Principal/ Deputy Principal

Strategic Purpose

To lead the Safeguarding Team on a day-to-day basis to ensure all matters of a safeguarding nature are dealt with appropriately.

To be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for the pupils who self-refer.

To ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people.

Further details of the role are outlined in Annex B of Keeping Children Safe in Education 2020 – Role of the Designated Safeguarding Lead

Operational Responsibilities

The post-holder will:

- Lead the team of Designated Persons for Child Protection within the College
- Ensure the school's compliance with best practice in Child Protection
- Ensure the school's Child Protection policy is reviewed and updated annually or as required
- Provide termly reports to the Governors and to senior staff as required
- Lead whole school staff training on Child Protection, PREVENT and other areas as required, and ensure that all have access to, and complete the training required, including new staff who start throughout the year
- Work as part of the Safeguarding Team, discussing any cases of serious concern with Deputy Principal (Designated Person for Child Protection)
- Lead team meetings
- Undertake appropriate Child Protection training every two years in order to understand the local assessment processes for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Early Help Assessments
- Undertake any other training relevant to the role to keep their knowledge base up to date
- Respond to Logs of Concern and work with the team to plan actions
- Monitor pupils who are the subject of Child Protection plans.
- Be alert to the specific needs of vulnerable children, those with SEN and young carers.
- Refer all cases of suspected child abuse to the local authority (LA) children's social care department and any other relevant outside body.
- Communicate with professionals, and parents and carers
- Attend Child Protection conferences, planning and review meetings as required.
- Share information appropriately

- Liaise with staff across the school to build up an accurate picture of a child's needs and /or work with them so that the young person is supported at a particular point in time or for longer time frame e.g. work with SENCO, Heads of Year, SEMH lead, Medical team etc
- Respect confidentiality within agreed protocols
- Maintain accurate and secure Child Protection records, (including transfer of files to other schools and archiving)
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings.
- Work alongside the Police to share information that may be needed in order to protect children whilst out in the community
- Work alongside the Attendance Officer to ensure that pupils are seen on a regular basis and undertake home visits as and when necessary
- Refer cases to the appropriate channels as and when needed and in a timely manner e.g. to Social Care, PREVENT etc
- Attend strategy conference meetings with police / health and social care colleagues
- Make recommendations and justify decisions made regarding thresholds in relation to S17 and S47 inquiries
- Maintain oversight / responsibility for all referrals made at EHA level and develop competence in using and updating the Local Authority's Liquid Logic database

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder will uphold the school's policy in respect of Child Protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- 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.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the College's performance management scheme.

Person Specification

Senior Designated Safeguarding Lead Officer

Essential	Desirable
<ul style="list-style-type: none"> • Educated to at least A'Level standard • 5 GCSEs including Maths and English • Significant experience of working in a similar setting as a DSL. • Recent DFE approved training in child safeguarding issues. • Experience of working with children, young people, parents/carers/families within the field of education. 	<ul style="list-style-type: none"> • Education certificates • Certificate or award in safeguarding and protecting children and young people e.g. level 2 AoFAQ. • Recognised seniority in the school staffing structure with the required status and authority to carry out the requirements of the role.

<ul style="list-style-type: none"> • Experience of delivering support to both children and adults. • Experience of working with multiple agencies. 	
<ul style="list-style-type: none"> • A good understanding of current legislation, guidance and policy in the area of Child Protection and safeguarding. • The skills and ability to identify signs of abuse. • The confidence and skills to train other staff and governors about safeguarding. • Ability to build and form good relationships with children, young people, parents/carers, colleagues and other professionals. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with children, young people, parents/carers, colleagues and other professionals. • A good understanding of issues and problems impacting on families experiencing a range of difficulties. • Ability to maintain and develop accurate and effective records and other systems. • Knowledge of the respective roles and responsibilities of schools, governing boards, staff, parents and the external agencies in respect of Child Protection and safeguarding. 	<ul style="list-style-type: none"> • Knowledge of locally available support services.
<ul style="list-style-type: none"> • Commitment to the highest standards of Child Protection. • Ability to deal with sensitive issues and understanding of the need for appropriate confidentiality. • Ability to show initiative and be able to act swiftly, effectively and authoritatively when a situation of potential harm to a child is suspected or revealed. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation and detail. • Excellent listening skills and an empathic approach. • Commitment to the highest standards of Child Protection. • Recognition of the importance of personal responsibility for health and safety. • Excellent record-keeping skills and the ability to write detailed reports. • Emotionally resilient. • Commitment to the school's ethos, aims and its whole community. 	

