



## **West Hatch High School**

***a Specialist Business and Enterprise School***

**"THE BEST THAT I CAN BE"**

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

# **Deputy Safeguarding Lead**

**Required for September 2026**

**37 hours per week (Monday to Friday)**

**39 weeks per year**

**Scale 8, points 25-28, Salary £36,363 - £39,152 (Including Fringe) FTE**

**Actual Salary - £33,803 - £36,354**

We are looking for a dedicated and proactive Deputy Designated Safeguarding Lead to join our team. This is a pivotal role which supports the safeguarding team in ensuring that all students, especially those in vulnerable groups are protected, supported and able to thrive in a safe and inclusive environment. The successful candidate will ensure our safeguarding practice meets the highest standards. This role will require working closely with pupils, families' colleagues, and external agencies. helping to maintain a strong culture of vigilance and care across the school community. This role requires a strong understanding of child protection procedures, excellent communication skills, and a commitment to creating an environment where all children can thrive.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

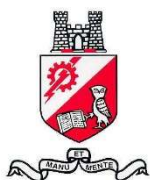
Further details about this post and an Application Form are available by visiting our School website at [www.westhatch.net](http://www.westhatch.net).

If you require additional information please contact [recruitment@westhatch.net](mailto:recruitment@westhatch.net)

Closing date: Friday, 15<sup>th</sup> May 2026, 12pm.

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date.

Therefore, early applications are encouraged.



# West Hatch High School

<b>JOB DESCRIPTION:</b>	Deputy Safeguarding Lead
<b>Responsible to</b>	Headteacher
<b>Line Manager</b>	Designated Safeguarding Lead
<b>Grade</b>	Scale 8, points 25-28
<b>Hours:</b>	37 hours a week 39 weeks per year
<b>Purpose of Job</b>	The purpose of this role is to act as second in charge of safeguarding at the school, with a focus on liaison with Children's Services and the high-level administration of safeguarding.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The appointment is subject to an enhanced DBS check.

## Key Responsibilities

- First point of contact for Child Protection concerns.
- As a deputy designated safeguarding lead, work closely with the DSL to craft, achieve and update overview for safeguarding at the school.
- Develop and implement strategies to actively involve staff, pupils, parents and visitors in safeguarding efforts, emphasizing the importance of child protection and their role in keeping children safe.
- Ensure My Concerns (the schools safeguarding management and recording system) is monitored daily, updated regularly with actions and rationales for decisions noted.
- Alongside of DSL to have an overview of all pupils at the school that you can step in and give expert and informed help at short notice.
- Support in investigating allegations of serious misbehaviours by pupils, especially if these have safeguarding dimension (e.g. self-harm, bullying)
- Through liaison with relevant staff members, ensure that pupil voice and feedback is voiced on safeguarding matters. Through student council and student ambassadors.
- Make referrals and liaise with statutory services as necessary (Children's services, inclusion service, Prevent/Channel, Police, health services, CAMHS, Early help, CAFCASS)
- Ensure that the school, Children's Services, health services, police and other external agencies work efficiently together in the best interests of the child. Seek consent for information sharing between parents, school and external agencies.

- Ensure child protection files are transferred as appropriate in line with relevant government guidelines e.g. Keeping Children Safe in Education (Appendix B) as amended from time to time.
- Ensure all year 7 transition information is uploaded, received and follow up with setting if required.
- Liaise with the wider pastoral team to collaborate, share and support key pupils and ensure information is shared in a timely manner.
- Maintain and overview of pupils with 'live' and non-recent safeguarding concerns with DSL, constantly assess risk so that pupils benefit from the appropriate level of support. Record significant incidents, interventions and level of need on My Concern.
- Assist the DSL with raising awareness of the school's child protection policies as appropriate in line with relevant government guidelines e.g. Keeping Children Safe in Education (Appendix B) as amended from time to time, ensuring they are understood and reinforced across the school half termly.
- Review all child protection half termly/termly as required and ensure child protection files are reviewed half-termly/termly as required.
- Undertake and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skills are maintained.
- Use the school's filtering and monitoring platform to raise alerts in relation to students/staff accessing potential safeguarding risks online.
- Support the DSL with the school's response to pupils missing in education (90% and below attendance) and investigating cases of concerns. Liaise with the relevant local authority regarding absence from school for child.

**These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.**

**Professional standards:**

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

April 2026



# West Hatch High School

## Deputy Designated Safeguarding Lead Person Specification

	Examples	Essential	Desirable
<b>Qualifications &amp; Training</b>	Relevant qualification in education, social care, safeguarding, youth work, or equivalent experience	✓	
	Up-to-date safeguarding/child protection training	✓	
	Strong understanding of statutory guidance (KCSIE)	✓	
	Commitment to ongoing CPD and willingness to undertake DSL training	✓	
	Designated Safeguarding Lead (DSL) qualification		✓
	Training in Prevent/Channel, Early Help, domestic abuse, mental health, trauma-informed practice		✓
	Qualification related to working with children or vulnerable groups		✓
<b>Experience</b>	Experience working with children/young people in an educational, pastoral, or safeguarding role	✓	
	Experience responding to safeguarding and child protection concerns	✓	
	Experience liaising with external agencies (Children's Services, Police, CAMHS, Early Help, etc.)	✓	
	Experience maintaining accurate safeguarding records and using systems such as MyConcern	✓	
	Experience supporting staff, pupils, and families with welfare issues	✓	
	Experience leading safeguarding processes in a school		✓
	Experience investigating serious behaviour or welfare concerns		✓
	Experience delivering safeguarding briefings or training		✓
<b>Knowledge &amp; Understanding</b>	Strong understanding of safeguarding legislation and multi-agency working	✓	
	Knowledge of thresholds for intervention and referral pathways	✓	
	Understanding of confidentiality, information sharing and GDPR	✓	
	Awareness of issues affecting young people (mental health, bullying, online safety, exploitation, self-harm, attendance)	✓	
	Understanding of the importance of pupil voice	✓	
	Knowledge of local authority safeguarding procedures		✓
	Understanding of school pastoral systems and behaviour policies		✓
<b>Skills &amp; Abilities</b>	Ability to act as first point of contact for safeguarding concerns	✓	
	Strong communication skills with pupils, staff, parents, and agencies	✓	
	Ability to manage sensitive information professionally	✓	
	Excellent organisational and record-keeping skills	✓	

<b>Skills &amp; Abilities</b>	Ability to assess risk and prioritise effectively	✓	
	Ability to work collaboratively with DSL and pastoral teams	✓	
	Confident using safeguarding platforms and digital monitoring tools	✓	
	Calm, empathetic, and professional under pressure	✓	
	Ability to deliver safeguarding training		✓
	Ability to analyse safeguarding data and identify patterns		✓
<b>Personal Qualities</b>	High integrity, reliability, and emotional resilience	✓	
	Commitment to safeguarding and child welfare	✓	
	Ability to build trust with pupils and families	✓	
	Professional, positive, proactive approach	✓	
	Strong interpersonal skills and team-working ability	✓	
	Commitment to equality, diversity, and inclusion	✓	
	Excellent attendance and punctuality	✓	
	Experience contributing to whole-school culture or ethos		✓
<b>Other Requirements</b>	Commitment to the school's values and safeguarding culture	✓	