



JOB DESCRIPTION & PERSON SPECIFICATION

'I have come that they might have life and have it in abundance'

John 10:10

'Loving, learning and growing together'

Job Title: Designated Safeguarding Lead (DSL) and Family Support Officer/Pastoral Lead

Salary: Band 6 (SCP 23 - 25) £34,434 - £36,363

Hours: Full Time - 36.25 hrs per week (8.15am - 4.10pm)

Working Weeks: Term time +INSET days

Reporting to: Headteacher and Governing Body

Responsible for: Line management and appraisal of 5 Teaching Assistants (Pastoral)

Main Purpose of the Role: To take lead responsibility for safeguarding and child protection across the school, ensuring all policies and procedures are effective and up-to-date in line with statutory guidance. The postholder will provide pastoral leadership, working in partnership with families, staff and external agencies to ensure pupils have the best opportunity to thrive and engage in education.

Key Duties and Responsibilities

- **Designated Safeguarding Lead (DSL):**
 - Take lead responsibility for all safeguarding and child protection matters, including online safety and filtering/monitoring systems.
 - Manage referrals to local authority children's social care, the Channel programme, and the police
 - Maintain accurate, secure, and detailed written records of concerns and referrals (using systems such as CPOMS).
 - Act as a source of support, advice, and expertise for all staff on child welfare and safeguarding matters.
 - Ensure all staff have access to and understand the school's child protection policy and procedures.
- **Family Support and Pastoral Lead:**

- Improve the wellbeing of pupils and their families, providing advice, guidance, and direct support to promote independence and welfare.
 - Lead on the Early Help process, including completing assessments and implementing support plans.
 - Promote supportive engagement with parents/carers, particularly those facing challenging circumstances, to maintain a safe environment for their children.
 - Identify and address barriers to learning, working with the SENDCO to support pupils with additional needs.
 - Manage "The Hub" as the central pastoral provision, providing leadership to the team while remaining on-call to provide immediate, expert support for pupil regulation and crisis intervention.
 - Monitor attendance and punctuality, implementing strategies to improve outcomes for persistently absent pupils.
- **Management:**
 - Contribute to the strategic aims and objectives of the school with SLT.
 - Carry out performance management/appraisal for assigned staff (up to 5 Teaching Assistants).
 - Analyse safeguarding and wellbeing data, reporting regularly to the Headteacher and Governing Body.

Person Specification

Criteria	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> ● Degree or equivalent ● GCSE (or equivalent) in English and Maths 	<ul style="list-style-type: none"> ● Qualification in counselling or play therapy ● First Aid at Work/Paediatric First Aid ● DSL and Senior Mental Health Lead (SMHL) trained
Experience	<ul style="list-style-type: none"> ● Experience managing safeguarding and building relationships with vulnerable families ● Experience working with external agencies and multi-agency processes (CP/CIN/Early Help) 	<ul style="list-style-type: none"> ● Experience in a 3-form entry or large primary setting ● Experience delivering training to staff and parents

	<ul style="list-style-type: none"> ● Experience in line management and performance management 	
Knowledge & Skills	<ul style="list-style-type: none"> ● Expert knowledge of KCSIE and legislation relating to safeguarding and child protection ● Strong IT skills, including proficiency in CPOMS or similar systems ● Excellent record-keeping skills and attention to detail ● Ability to communicate a vision and inspire others 	<ul style="list-style-type: none"> ● Understanding of local community needs and support services
Personal Qualities	<ul style="list-style-type: none"> ● Commitment to the safety and welfare of children ● Commitment to upholding the Christian ethos and values of the school ● Integrity, honesty, and the ability to maintain confidentiality ● Resilience and the ability to work under pressure 	<ul style="list-style-type: none"> ● Sense of humour and endless patience!

This job description and person specification are intended to be illustrative and may be amended in consultation with the postholder.