

## **Assistant Head / Designated Safeguarding Lead (DSL)**

**Reports to:** Head of School

**Position on SLT:** Yes

**Salary:** Dependent on experience

**Contract Type:** Permanent, Full-time

**Location:** Fordham, Cambridgeshire

### **Purpose of the Role**

The Assistant Head / Designated Safeguarding Lead (DSL) is a senior member of the Senior Leadership Team, responsible for leading safeguarding, pastoral care, behaviour, attendance, personal development, and student wellbeing across the school.

Due to the size of the school, the postholder will also lead PSHE, RSE, and Careers Education, and will act as the Designated Teacher for Looked After and Previously Looked After Children.

This role is central to ensuring that every young person feels safe, understood, and supported within the context of an independent special school / alternative provision, where students may present with complex social, emotional, mental health, or neurodiverse needs.

The postholder will act as the Designated Safeguarding Lead (DSL) and contribute strategically to quality of education and whole-school improvement.

**Qualified Teacher Status (QTS) is essential for this role.**

### **Senior Leadership Responsibilities**

As a member of the Senior Leadership Team, the postholder will:

- Model and promote the ethos, values, and policies of In Toto Ed
- Contribute to strategic planning and whole-school improvement
- Support the Head of School in driving high standards in teaching, learning, behaviour, and inclusion
- Lead on personal development and student welfare
- Line manage designated teaching and support staff
- Monitor and evaluate the impact of safeguarding and pastoral provision
- Represent the school in multi-agency and professional contexts
- Contribute to inspection readiness and regulatory compliance
- Maintain a visible, calm, and consistent leadership presence

### **Designated Safeguarding Lead (DSL)**



The postholder will have full responsibility for safeguarding and child protection in line with *Keeping Children Safe in Education* and Independent School Standards.

This includes:

- Leading and embedding a strong safeguarding culture
- Ensuring safeguarding and child protection policies are implemented and reviewed
- Managing safeguarding concerns, referrals, and record-keeping
- Liaising with Children's Social Care, LADO, police, CAMHS, and other agencies
- Attending and contributing to child protection conferences and strategy meetings
- Analysing safeguarding data to identify trends and proactive interventions
- Delivering safeguarding training to staff

### **Designated Teacher for Looked After and Previously Looked After Children**

The postholder will act as the Designated Teacher in line with statutory guidance.

This includes:

- Promoting the educational achievement and progress of looked after and previously looked after children
- Ensuring each looked after child has a high-quality Personal Education Plan (PEP)
- Working closely with Virtual Schools, social workers, carers, and local authorities
- Monitoring academic progress, attendance, behaviour, and wellbeing of looked after students
- Ensuring appropriate use and impact of Pupil Premium Plus funding
- Advocating for looked after children within the school and in multi-agency settings
- Supporting staff to understand attachment, trauma, and the needs of children in care

### **Pastoral Leadership, Behaviour and Attendance**

The Assistant Head / DSL will lead:

- Implementation and review of the behaviour and relationships policy
- A consistent, relational and trauma-informed approach to behaviour
- Strategic oversight of attendance and engagement
- Monitoring attendance and behaviour data
- Development of targeted interventions
- Reporting trends and impact to SLT and external stakeholders

### **PSHE, RSE and Careers Leadership**



The postholder will lead and coordinate the school's Personal Development curriculum.

This includes:

- Designing and reviewing PSHE provision appropriate to the cohort
- Ensuring RSE meets statutory requirements and is delivered sensitively
- Leading Careers Education and supporting destination planning
- Working towards Gatsby Benchmarks (where appropriate)
- Monitoring the impact of personal development provision
- Ensuring compliance with Independent School Standards relating to SMSC and personal development

### **Quality of Education Contribution**

As Assistant Head, the postholder will:

- Support high standards in teaching and learning
- Contribute to curriculum review and development
- Support staff development and performance management
- Use data to evaluate impact on progress and wellbeing

### **Person Specification**

#### **Essential**

- Qualified Teacher Status (QTS)
- Significant experience in safeguarding and pastoral leadership
- Experience acting as, or working closely with, a Designated Safeguarding Lead
- Experience supporting looked after children or working with Virtual Schools
- Strong understanding of safeguarding legislation and statutory guidance
- Experience supporting students with SEMH, SEND, or complex needs
- Experience leading PSHE, RSE, or personal development provision
- Ability to analyse data and drive improvement
- Strong leadership and communication skills
- Commitment to the values and ethos of In Toto Ed

#### **Desirable**

- Experience in Alternative Provision or Independent Special Schools
- Leadership qualification (NPQSL or equivalent)
- Experience overseeing Pupil Premium Plus
- Background in trauma-informed or attachment-aware practice

### **Safeguarding**



totally, entirely, completely

The postholder will be required to:

- Submit an Enhanced DBS check
- Complete DSL and safeguarding training
- Promote and safeguard the welfare of all children and young people