



Application Pack
**Deputy Designated
Safeguarding
Lead**



Be part of the
#DNAofNIA



Welcome to Northampton International Academy (NIA)

We're a large all-through school based in Northampton, proudly rated GOOD overall by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

This is lived out daily through our DNA of NIA philosophy and our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

This is an exciting time to be part of our NIA family, as we seek to energise our staff and embed the expectations that are already in place across the primary and secondary schools. Since my appointment as Executive Headteacher in February 2023, our school has improved rapidly and sustainably. We now have an improving reputation in our local community, and our recent Ofsted inspection resulted in the school being judged 'Good' overall.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in
Northampton International Academy.



Martin Serrao
Executive Headteacher



Post Description:

Post title:	Deputy Designated Safeguarding Lead (DDSL)
Responsible to:	DSL – Deputy Headteacher/Assistant Headteacher Safeguarding and Attendance manager.
Liaising with:	Line managers, senior and extended leadership team, parents/carers, relevant support staff.
Pay Range:	SCP 18-22
Contract:	52 weeks per year (on call and holiday working)
Closing Date:	Monday 1 st September 2025
Interview Date:	w/c 8 th September 2025

Job Purpose

This job description should be read in conjunction with the Keeping Children Safe in Education and the school Safeguarding and Child Protection Policy.

The DSL and Deputy DSLs will take lead responsibility for safeguarding and child protection across the school. They will take part in the strategy discussions and interagency meetings and contribute to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police. Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard. The DSL and Deputy DSLs will liaise regularly to monitor and action all safeguarding matters and concerns.

Responsibilities include:

Managing Referrals

- Refer cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclose and Barring Service where a person is dismissed or left due to risk or harm to a child.
- Refer cases where a crime may have been committed to the police.
- Keep detailed, accurate, and secure written records of concerns and referrals.
- Liaise with mental health leads when safeguarding concerns are linked to mental health concerns.

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures and these are effectively followed.
- Provide support and advice to staff to help them feel confident on welfare, safeguarding, and child protection matters by acting as a source of support, advice, and expertise for staff.

- Support teaching staff to provide additional support to help children to reach their educational potential.
- Inform the Headteacher/DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral.
- Understand the assessment process for providing early help and intervention.
- Act as a source of support, advice, and expertise for staff.
- Understand the assessment process for providing early help and intervention.
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Attend and contribute to child protection case conferences effectively when required to do so.
- Have relevant knowledge and skills to identify, understand, and respond to specific harm including risks to children with SEND, the impact of adversity and trauma, and the risks of online safety.

Training

- Complete regular training in line with legislation to develop and maintain the knowledge and skills required to carry out the role.
- Complete prevent training and be able to:
 - Support the school or college in the meeting the requirements of the Prevent duty.
 - Provide advice and support to staff on protecting children from the risk of radicalisation.
- Complete training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying children at risk of FGM.
 - Report known cases of FGM to the police and help others to do so.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role and current legislation.

Raise Awareness

- Ensure the school's safeguarding and child protection policies are known, understood and used appropriately.
- Work with the governing board to ensure this policy is reviewed annually (as a minimum) and the procedure and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- Ensure that parents have read the safeguarding policy and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Be alert to the specific needs of children in need, those with special educational needs, and young carers.
- Establish a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

Other responsibilities

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file in line with KCSIE guidance.
- Undertake safer recruitment training and support the school to follow best practice.
- Monitor the single central record and ensure it complies with all relevant legislation.
- Provide safeguarding reports to the governing board.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Promote supportive engagement with parents.
- Know and manage which children have a social worker; maintain and promote high aspirations for them.
- Support with the wider school community i.e. duties throughout the day.
- Support home visits

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL/DDSL should always be available during school hours for staff in school to discuss any safeguarding concerns. Ideally this will in person but can also be via phone or video calling in exceptional circumstances.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Designated Safeguarding Lead – Level 3 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Managing safeguarding in a school or other relevant organisation • Evidence of continuing professional development • Implementing and encouraging good safeguarding practice • Establish and develop positive relationships with parents, governors and the community 	<ul style="list-style-type: none"> • Previous use of school information management systems (e.g. SIMS or MyConcern)
Knowledge and skills	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people • Awareness of local and national agencies that 	<ul style="list-style-type: none"> • Experience of promoting personal, social, moral, cultural and spiritual development in children • Ability to establish and sustain appropriate structures and systems and monitor them

	<p>provide support for children and their families</p> <ul style="list-style-type: none"> • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Child Protection and safeguarding • The positive links necessary within school and with all its stakeholders • Knowledge of key considerations in effective management and deployment of people and other resources • Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills • Ability to think creatively to anticipate and solve problems 	<ul style="list-style-type: none"> • Ability to lead change
Personal qualities	<ul style="list-style-type: none"> • Approachable, respectful, empathic and values others • Able to motivate self and others to achieve a shared goal • Resilient, persistent and optimistic when faced with difficulties and challenge • Commitment and dedication to social justice, equality and excellence for all 	

Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

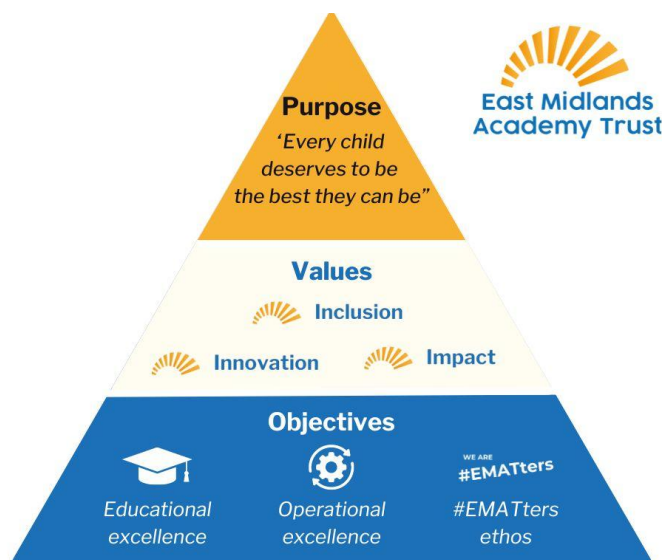
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 1st September 2025

Interview Date : W/C 8th September 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

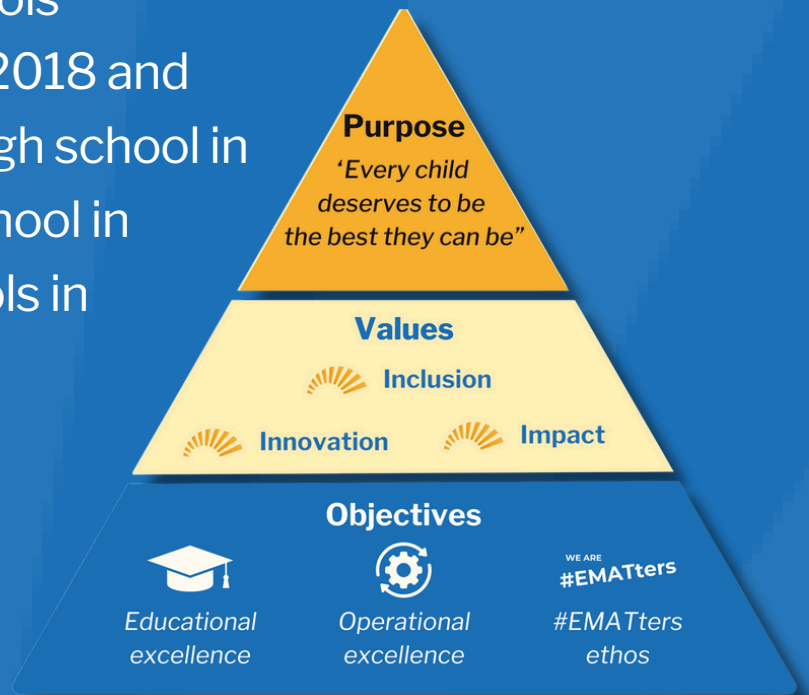
Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters



Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust

