



Robert
May's
School



A Community Seeking Excellence for All

Applicant Information Pack:
DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL)



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WELCOME FROM THE HEADTEACHER

Thank you for your interest in the **Deputy Designated Safeguarding Lead (DDSL)** role at Robert May's School.

This is a rare and exciting opportunity to play a pivotal role in the safety, wellbeing and success of our students. Working closely with myself, the Designated Safeguarding Lead, and our pastoral teams, you will lead on crucial safeguarding duties to ensure the school continues to meet its statutory responsibilities to the highest standard.

Robert May's has a long-standing community ethos rooted in a caring, inclusive environment, with staff deeply committed to the best outcomes for our young people.

I encourage you to explore the provided links and documents to learn more about what we can offer the right candidate. We warmly welcome informal visits so you can experience our school, staff, and ethos firsthand.

For further information, please visit our website at **www.rmays.org**, or contact our HR Manager, Mrs Lisa Shackleton **lisa.shackleton@rmays.com** or **01256 702700**.

I hope you will consider applying and look forward to meeting you.

Rea Mitchell

Headteacher



ABOUT ROBERT MAY'S SCHOOL

Robert May's School is an exceptional community where students, staff, trustees, and parents are wholly committed to our mission: providing excellence for every person, every day, with learning at the centre of all we do.

Proudly serving our local area since 1694 - when local mercer Robert May funded the education of twenty-five boys - we have evolved into the high-achieving comprehensive school we are today. Our aim is to honour that founding act of philanthropy, strengthen his legacy and serve as both the anchor and the kite for our community.

We strive to ensure our students leave us as accomplished, knowledgeable and well-rounded individuals equipped with the resilience to better themselves and make a positive contribution to the world.

Central to this vision is a culture of strong relationships and open communication. We deeply value the contributions of our students, teaching and support staff, trustees, families, and the wider community in shaping the life of our school.





JOB ADVERT

Deputy Designated Safeguarding Lead (DDSL)

- **Contract:** Permanent, Full-Time (37 hours per week)
- **Working Pattern:** Term-time plus 3 weeks (49.25 paid weeks per year)
- **Salary:** FTE £34,273-£37,569 | Actual £32,460 - £35,582 per annum
- **Reporting To:** Senior Deputy Headteacher (Designated Safeguarding Lead)

Robert May's School is seeking a proactive, compassionate, and child-centred Deputy Designated Safeguarding Lead (DDSL) to join our dedicated pastoral leadership team and advocate for the welfare of our students.

Working side-by-side with our Senior Deputy Headteacher and DSL, you will serve as a trusted expert on child protection, playing a vital role in triage, statutory referrals, and multi-agency collaboration. From coordinating with Children's Services and the police to CAMHS and Educational Psychologists, you will ensure our young people consistently receive the targeted support they deserve.

Key Responsibilities

- **Triage and Referrals:** Efficiently manage daily safeguarding concerns via CPOMS, making timely, high-quality referrals to Children's Social Care, the police and external partners.
- **Staff Guidance:** Act as an accessible, expert point of contact for school staff regarding child welfare, Early Help interventions and best-practice procedures.
- **Multi-Agency Representation:** Confidently represent the school at strategic meetings, including Child Protection case conferences, Core Groups and Child in Need (CiN) reviews.
- **Compliance and Records:** Maintain meticulous, secure and GDPR-compliant safeguarding documentation.
- **Culture and Training:** Help deliver staff briefings and champion a school-wide culture where every child's voice is genuinely heard.



What We Are Looking For

- **Knowledge:** Expert and up-to-date understanding of *Keeping Children Safe in Education* (KCSIE) and statutory safeguarding frameworks.
- **Experience:** A proven track record in school pastoral care or a multi-agency setting, backed by hands-on experience handling complex child protection cases.
- **Skills:** Exceptional communication, strong administrative precision, high digital literacy (CPOMS experience preferred) and decisive problem-solving capabilities.
- **Attributes:** High personal resilience, unyielding professional discretion, and the moral courage to challenge decisions when necessary to protect a vulnerable child.

What We Offer

- A warm, collaborative working environment with a genuine commitment to staff wellbeing.
- Tailored continuous professional development (CPD) and local DDSL supervision networks.
- Membership of the Local Government Pension Scheme (LGPS).
- Cycle to Work scheme and free on-site parking.
- A dedicated annual staff wellbeing day, alongside access to an Employee Assistance Programme (EAP) and a 24-hour virtual GP service.



To arrange a visit or apply

Contact Lisa Shackleton, HR Manager lisa.shackleton@rmays.com Tel: 01256 702700
Applications can be made online via My New Term or the TES websites

Deadline for applications: Monday 5th October 2026



JOB DESCRIPTION

Main Purpose

The Deputy Designated Safeguarding Lead (DDSL) will take responsibility for supporting the DSL with safeguarding and child protection issues across the school. They will take part in strategy discussions and inter-agency 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.

Duties and Responsibilities

While the successful applicant is gaining experience of all aspects of this role, it is expected that they will have continuous support, advice and guidance through the following key tasks until the point at which they are knowledgeable and confident in their role. They will need to have the capacity to take responsibility as soon as possible.

Managing Referrals

- Refer cases of suspected abuse to the local authority children's social care department
- Support staff who make referrals to local authority children's social care department
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals
- Manage the use of CPOMS (online reporting tool) ensuring that referrals are sufficiently detailed, are triaged promptly and shared with the correct teams
- Receive police reports and act on them, by informing and/or advising school leaders



Working with Staff and Other Agencies

- Ensure staff can access and can understand the school's child protection and safeguarding policy and procedures. Keep accurate records of who has and has not undertaken Child Protection and Safeguarding training.
- Report serious safeguarding issues promptly to the DSL, especially ongoing enquiries into whether a child is at risk of harm and police investigations
- Report any safeguarding concerns related to school staff immediately to the Headteacher or the DSL in their absence.
- Liaise with staff on matters of safety, safeguarding and when deciding whether to make a referral.
- Act as a source of support, advice and expertise for staff.
- Understand the assessment process for providing early help and intervention, work with staff on completing Early Help Hub referrals and attend the Early Help Hub meetings as required.
- 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 and Core Groups effectively when required to do so
- Attend and contribute to Child in Need meetings effectively when required to do so

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role to include Leading Online Safety training, DSL training, County Lines and Child Sexual Exploitation briefings.
- Refresh knowledge and skills regularly (at least annually and in addition, when any legislation changes) remaining up to date with any developments relevant to the role.
- Obtain access to relevant resources and share these with relevant staff members (the school already subscribes to an online source that supports the DSL and other officers).
- Participate in Supervision with other local DSLs organised by the Hampshire Educational Psychology Children's Services Department.



Raise Awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with senior leaders and the Trust Board to ensure the school child protection policy is reviewed annually by the Curriculum and Pastoral Committee (as a minimum) and the procedures, implementation and effectiveness are updated and reviewed regularly
- Work with the Link Trustee for Safeguarding in bi-annual evaluation of Safeguarding and Child Protection practice
- Ensure the school Safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the school's 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 Hampshire Safeguarding Children Partnership (HSCP) 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 or disabilities and young carers
- Encourage 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
- Support the delivery of whole staff training and briefings on child protection issues, with a view to leading on delivery in due course.
- Ensure that all staff have completed the necessary online Safeguarding and Child Protection training, particularly new members of staff who join the school mid-year.

Other Areas of Responsibility

- When children join the school, ensure that any Child Protection records have been transferred to the school and upload any record to CPOMS.
- Where children leave the school, securely transfer their child protection file to their new school or college as soon as possible, separately from the main pupil file



- Undertake Safer Recruitment Training and support the school's officers to follow best practice in this regard, liaising with the HR Manager to ensure that accurate records of Safer Recruitment Training are kept
- Provide safeguarding reports to the Trust Board
- Model best practice and uphold the principles of confidentiality and data protection at all times

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DDSL will carry out. The postholder may be reasonably required by the Headteacher to undertake other duties appropriate to the level of the role.

Robert May's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.





PERSON SPECIFICATION

The successful candidate will demonstrate the following experience, knowledge, skills and personal attributes.

ESSENTIAL	DESIRABLE
Excellent up-to-date understanding of statutory guidance, including <i>Keeping Children Safe in Education</i> and <i>Working Together to Safeguard Children</i> .	Expert knowledge of local authority systems, multi-agency frameworks (e.g., Hampshire Safeguarding Children's Partnership), and specialised areas like Prevent or County Lines.
Previous relevant DSL/DDSL or advanced safeguarding training.	Experience working in a secondary school pastoral setting.
Proven track record of successful safeguarding interventions and working with vulnerable children (e.g. Child in Need or Child Protection plans).	Experience managing cases using common online safeguarding reporting tools (e.g., CPOMS, MyConcern).
Experience building effective working relationships with staff, external stakeholders, children, and parents.	Experience leading or managing others and delivering staff training.
Ability to influence, inspire, and lead staff in safeguarding matters, with the resilience to challenge external agencies when necessary.	Strong digital literacy skills for data management and reporting.
High-level administrative accuracy, literacy and strict adherence to GDPR and confidentiality guidelines.	Familiarity with confidential student transfer processes between educational phases.
Ability to work under pressure, prioritise caseloads, and maintain systematic monitoring of individual cases.	
Deep commitment to safeguarding the welfare of children and representing the school's ethos.	
Strong commitment to continuous professional development.	



THE PROCESS AND HOW TO APPLY

Visits to the School	Visits to Robert May's School are warmly welcomed. To arrange a visit, please contact Lisa Shackleton, HR Manager lisa.shackleton@rmays.com tel: 01256 702700
Application form	Applications can be made by completing our online application form, available via My New Term or the TES websites or from the school directly (contact lisa.shackleton@rmays.com)
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher. If you are shortlisted for interview, the school will contact your referees with your prior agreement.
Application closing date	The closing date for applications is Monday 5th October 2026 .
Interview date	Interviews will take place as soon as possible following the closing date. <i>Please note that the school reserves the right to interview on receipt of applications, and to appoint prior to the deadline, so early application is recommended.</i>
Checks	If you are invited to interview, you will be required to bring photographic identification, proof of your right to work in the UK and proof of qualifications.



Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up with a written offer which will be emailed.

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