

**Assistant Head – Pupil Welfare  
Designated Safeguarding Lead (DSL)  
Job Description & Person Specification**

<b>Responsible to:</b>	Head
<b>Line manages:</b>	Heads of Year, Deputy Designated Safeguarding Leads, Medical Centre
<b>Job Overview</b>	<p>The position of Assistant Head Pupil Welfare (AHPW) is one of significant importance and responsibility, and reports directly to the Head.</p> <p>As a member of the school’s Senior Management Team (SMT), the AHPW has a vital role to play in both the strategic development of the School, in particular its pupil welfare provision, alongside day-to-day management. It will involve enhancing the strong safeguarding culture at the school, as well as leading the pupil welfare provision of the Senior School in both a proactive and reactive manner; shaping the way in which the school provides its pupil welfare care going forward and, on a day to day level, managing the pupil welfare teams to provide a positive, secure and happy environment for the community, where each pupil can flourish.</p> <p>The AHPW will lead the Heads of Year and Safeguarding teams to ensure outstanding levels of pupil welfare care. The AHPW will have overall responsibility for all aspects of safeguarding, pupil welfare care and policy and procedure; including ensuring compliance with ISI requirements.</p> <p>The AHPW is the lead Designated Safeguarding Lead (DSL) within the school and has responsibility for the safeguarding training of all staff, keeping up to date with policy changes at national, regional and local level. The AHPW will be a driven individual with aspirations of school leadership; a committed team player with a collegiate and collaborative approach, together with an ability and willingness to create a working environment in which staff are empowered to take decisions. To enable the AHPW to work as effectively and sustainably as possible, they will be given the required time to attend professional supervision.</p>
<b>Duties and Responsibilities:</b>	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Assessing the current strengths and weaknesses of the safeguarding culture and pupil welfare care at the school in order to create and deliver a strategic plan that aligns with the overall direction of the school.</li> <li>• As part of this strategic plan, motivate multiple stakeholders (staff, pupils, parents, Governors) to ensure continuous reflection and progress.</li> <li>• Report termly to the governing body at the Full Governors Meeting and Education, Welfare &amp; Staff Committee.</li> </ul> <p><b>Safeguarding and the role of DSL</b></p> <p>Co-ordinating safeguarding procedures in the School, ensuring both policy and practice are</p>

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	<p>excellent.</p> <ul style="list-style-type: none"> <li>• Ensuring that any changes in DfE or ISI guidance in relation to Safeguarding and Pupil Welfare are implemented and rolled out to the School community and the School is therefore 'inspection ready' at all times.</li> <li>• Ensuring that all staff are appropriately trained in safeguarding procedures, including the independent listener, through a rolling staff-training programme and annual INSET.</li> <li>• Monitoring the keeping, confidentiality and storage of records in relation to safeguarding.</li> <li>• Maintaining links with the LADO (Local Authority Designated Officer).</li> <li>• Regularly assess safeguarding and pupil welfare trends in the School, which are reported and escalated to SMT, where appropriate.</li> <li>• Take overall responsibility for safeguarding including: online safety, individual case management and reporting to SMT and governors.</li> </ul> <p><b>Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Take overall responsibility for Pupil Welfare in the Senior School.</li> <li>• Lead the Heads of Year and their Tutor Teams in implementing a pupil welfare system in line with the whole school ethos of knowing and celebrating the individual.</li> <li>• Liaising with Heads of Year over matters of significant concern about individual pupils.</li> <li>• Empower Heads of Year to lead and manage their Tutor Teams to ensure consistently high standards of care in form groups.</li> <li>• Proactively manage issues affecting wellbeing including friendships, workload etc., through Head of Year and Tutors where appropriate.</li> <li>• Implementing the School's behaviour policy, through all staff, to maintain discipline within the School, creating an environment where all forms of bullying and anti-social behaviours are regarded as unacceptable.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Meeting with the Head on a weekly basis to discuss any current safeguarding, pupil welfare, or behavioural issues occurring within the School.</li> <li>• Ensuring a clear physical presence and visibility within the School; during the School day and at School events.</li> <li>• Communicating effectively with parents on all matters relating to their children, both on an individual and collective basis.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Organise and oversee the safeguarding induction of new staff.</li> <li>• Line manage the Medical Centre, Safeguarding Team and Heads of Year, addressing their training and development needs.</li> <li>• Lead clear communication to all pupil welfare teams and external stakeholders to ensure that communication of the School's ethos and values are clearly understood.</li> <li>• Participate in the selection, recruitment and review of staff.</li> </ul>
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<p><b>Keys Skills &amp; Knowledge:</b></p>	<p>Evidence of successful experience in a pupil welfare role e.g. Head of Year, including whole school pupil welfare development.</p> <p>Proven ability in building and leading a staff team, including delegation and effective follow-up.</p> <p>Proven ability of sound decision making, collaborative working and effective multi-agency communication.</p> <p>Evidence of successful experience in developing initiatives and managing change, generating enthusiasm for new ideas with staff and pupils.</p> <p>Proven ability to lead through modelling exemplary teaching and pupil welfare practice.</p> <p>Knowledge of teenage development and common issues for both boys and girls during Years 7-11.</p>
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<b>Personal Competencies &amp; Qualities:</b>	<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• Kindness, patience and a good sense of humour.</li> <li>• Highly resilient and able to make difficult decisions.</li> <li>• Leadership qualities, including energy, resilience and the ability to enthuse, motivate and inspire others.</li> <li>• A genuine interest in, and strong commitment to, the wellbeing of pupils academically, emotionally and socially, and the development of the whole child.</li> <li>• Excellent inter-personal and communication skills with teachers, pupils and parents.</li> <li>• The ability to de-escalate challenging situations with pupils, parents and staff through high levels of emotional intelligence and robust challenge where appropriate.</li> <li>• Proven expertise as a classroom teacher in a specialist subject.</li> <li>• Approachability, accessibility and flexibility.</li> <li>• Excellent administrative and organisational skills.</li> </ul>
<b>Terms &amp; Conditions</b>	<ul style="list-style-type: none"> <li>• Hours of Work: Core School hours plus a proportional share of pupil welfare and organisational duties relevant to the role of an SLT member.</li> <li>• All INSET days and major School and departmental events, such as Open Day, Celebration Day and all pertinent events listed in the School calendar.</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head from time to time.</li> <li>• Staff may be called to perform other duties that the Head considers reasonable, that are commensurate with the grading and designation of the post.</li> </ul>
<b>Commitment to Safeguarding and Welfare</b>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Assistant Head Pupil Welfare will:</p> <ul style="list-style-type: none"> <li>• Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession.</li> <li>• Help to provide a safe environment in which the children can learn.</li> <li>• Help to identify children who may need extra support or who are suffering, or are likely to suffer, significant harm.</li> <li>• Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed.</li> <li>• Attend the relevant child safeguarding training and other mandatory induction training as required by the School.</li> </ul>
<b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b>	<p>At all times the Assistant Head Pupil Welfare will:</p> <ul style="list-style-type: none"> <li>• Maintain awareness of, and comply with, the School’s H&amp;S policy.</li> <li>• Where appropriate, conduct and document risk assessments in their area of responsibility.</li> </ul>

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