Youth Challenge

Believe Inspire Transform

Deputy Designated Safeguarding Lead

APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust schools have been delivering high-quality education to pupils in Greater Manchester and Lancashire for over 20 years, and we are proud of our track record of making a real difference to children's lives in our area.

We aim to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and complement our comprehensive curriculum menu. Preparing our pupils to enjoy worthwhile and fulfilling lives back in their communities after attending Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a personalised curriculum, and every adult who joins our team is encouraged to contribute. Staff Wellbeing is extremely important to us, and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are now looking to appoint a Deputy Designated Safeguarding Lead (DSL) at our Youth Challenge Academy. If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people, and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

WELL-BEING AT THE BOLTON IMPACT TRUST

The Bolton Impact Trust recognises that staff are our most important assets, and we wish to support them fully to thrive both personally and professionally. We recognise that there is a correlation between the well-being of our staff and the quality of provision that we offer to our pupils, so we wish to promote a consistent trust-wide approach to well-being for our staff. We want our staff to thrive, come to work happy and leave work happy.

Our whole Trust vision is for all staff to enjoy successes at work and to develop their experience and skills to become excellent at what they do. Our wellbeing mission and aims are built into our culture rather than as a set of stand-alone wellbeing activities. We believe that well-being is a constant state of botheredness for all.

Our well-being pledges

- We demonstrate compassionate leadership at all times
- We promote the concept of 'it's nice to be nice'
- We challenge any instances of non-compassionate leadership
- We create a constantly open 'support window' for staff
- We survey staff regularly
- We recognise outstanding staff performance regularly (praise culture)
- We offer high-quality CPD
- We consistently apply Trust policies
- We ensure that scrutiny leads to support, not judgment
- We look to create better environments for staff to work in
- We put resources aside for wellbeing activities
- We create Leadership Spaces for staff to work without external interference
- We provide opportunities for staff to collaborate with colleagues from across the trust and from external networks

Some examples of wellbeing activities include:

- Workload reduction strategies are being reviewed regularly
- Making adjustments to working conditions for staff when required
- Clear email expectations – we do not expect our staff to read or respond to emails outside of working hours unless they want to
- Providing free refreshments each day
- Access to 'wellbeing' credits, which allow agreed time off work
- Access to free counselling and Occupational Health
- Providing pastoral drop-ins and confidential supervision sessions for staff
- Fresh water dispensers on all sites
- Providing creative opportunities for connecting with staff and promoting their wellbeing (e.g., breakfast meetings, shared lunches)
- Employee Assistance programme
- Menopause support
- Men's Health promotions
- Extensive opportunities for staff development (CPD programme)
- Equality Champions
- Wellbeing Champions

ADVERT – FTC DEPUTY DSL

We are seeking a committed and proactive Deputy Designated Safeguarding Lead (DDSL) to support the effective delivery of safeguarding and child protection arrangements across the academy. Working closely with the Designated Safeguarding Lead, you will play a key role in promoting a strong safeguarding culture, supporting vulnerable pupils and ensuring that safeguarding concerns are identified, managed and responded to appropriately, in line with statutory guidance and Trust policies.

Youth Challenge provides education for pupils who aren't currently in mainstream settings. Typically, our pupils have either been excluded from school or require support to stay in school. A growing number of pupils have Special Educational Needs. We aim to provide high-quality, personalised education for all pupils so that they can make successful transitions back to mainstream school or into employment, education or training.

We are very proud of the quality of education at Youth Challenge and have been judged Outstanding by Ofsted since 2008.

Why you?

- you are passionate about safeguarding and promoting the welfare of children and young people, with a genuine commitment to ensuring every pupil feels safe, supported and able to achieve their full potential.
- You are highly organised, with excellent communication skills and the ability to manage sensitive and complex safeguarding matters with professionalism, discretion and sound judgement.
- You are a dedicated and collaborative team player who can build positive, trusting relationships with pupils, families, colleagues and external agencies to ensure a coordinated approach to safeguarding and pupil wellbeing.

Why choose us?

- At BIT, we value all members of staff. We have a strong focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing charter
- We are a growing Multi Academy Trust (MAT)
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- Encouragement of further and continued professional development
- Competitive salary
- Local Government Pension Scheme

This role is a Fixed Term Contract from 1st January 2027-31st August 2027, with the potential to become permanent.

This position is initially offered on a fixed-term basis; however, there is potential for the role to become permanent, subject to the Trust's future staffing requirements. This presents an exciting opportunity for a committed and ambitious individual looking to make a lasting contribution to the academy.

Applications should be submitted by midnight on Sunday, 29th November 2026, to Ruth Jackson, School Business Manager, at: **JacksonR@boltonimpacttrust.org.uk**

Applicants must have the legal right to work in the UK at the time of application, as we are unable to offer Skilled Worker visa sponsorship for this role.

Visits to the School are welcome and should be arranged by contacting the Headteacher at **SuttonV@boltonimpacttrust.org.uk**

Interviews will be held on the 11th December 2026.

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Following shortlisting, we will also undertake an online search on all applicants to confirm a candidate's eligibility and to identify any potential safeguarding concerns or risks to the Trust's reputation.

This post is subject to an enhanced DBS check.

Bolton Impact Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description

Job Title	Deputy Designated Safeguarding Lead
Salary	NJC Scale Grade G (7) SCP 23-27 Actual Salary £30,459 - £34,261
Location	Youth Challenge Smithills Dean Road Bolton BL1 6JT
Hours of Work	Monday to Thursday 8:30am to 4:30pm Fridays 8:30am to 4:00pm (with flexibility to work extra hours to meet the demands of the role)
Contract	FTC 1st January 2027-31st August 2027 Term Time plus 5 Days
Responsible to	Designated Safeguarding Lead

Professional Responsibilities: The Deputy Designated Safeguarding Lead will support the Designated Safeguarding Lead with all safeguarding and child protection matters across the school, including online safety and will take lead responsibility in the absence of the Designated Safeguarding Lead.

The Deputy Designated Safeguarding Lead will support the DSL with the day-to-day operational management of safeguarding and child protection issues and daily responses at Youth Challenge.

The Deputy Designated Safeguarding Lead will support the Designated Safeguarding Lead in the leadership of practices related to the safeguarding of staff and pupils, supporting the monitoring of the inclusion of safeguarding in the wider curriculum and maintaining an effective working relationship with other agencies.

Principal Duties:

Working under the direction of the Designated Safeguarding Lead to ensure effective safeguarding and child protection practice is effectively implemented and embedded across the school setting by:

- Advising and supporting all staff on matters related to child welfare, safeguarding, child protection, and liaise with relevant agencies in line with the statutory duties of the DSL. Including helping staff feel confident in being able to support pupils who have or have needed a social worker.

- Receive and co-ordinate referrals, arranging action and reviewing services for children and families in order to achieve positive outcomes.

- Managing safeguarding referrals including; referrals to the Integrated Front Door, Prevent and Channel Referrals and notifying Disclosure and Barring.

- Implementing the framework for the quality assurance/monitoring of safeguarding at Youth Challenge.

- Supporting with the professional development of staff to ensure that all staff receive relevant and up-to-date safeguarding training and ensure records are maintained accurately.

- Ensuring the academy and trust is always presented positively within and beyond the setting and to create a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.

- Promoting mental health and wellbeing, knowing how to support pupils and be a point of contact for pupils with regards to extra support which may be needed.

- Maintaining a working knowledge of all safeguarding and professionals' meetings including how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively, following up on actions as appropriate.

- Promoting a culture of early intervention by supporting and leading on the early help processes across the Academy.

- Ensuring all staff are aware of the levels of support each pupil is receiving on the Framework for Action including those who have a social worker.

- Supporting the Deputy Academy Lead in preparing safeguarding report and safeguarding audit documentation as required including the completion and monitoring of the section 175 audit in line with deadlines.

- Supporting the DSL in the monitoring the implementation of CPOMS to ensure that safeguarding matters are dealt with promptly and effectively and that all safeguarding records, including referrals are detailed and accurate.

- Ensure safeguarding and child protection documents, both electronic and paper, are retained and stored appropriately ensuring confidentiality is maintained as appropriate.

- Having oversight of the safeguarding provision for all pupils educated off site, liaising with external providers as appropriate and making recommendations for review, adaptations as appropriate.

- Networking with other agencies and professions in support of pupils, their families and Academy staff including providing as much information as possible when contributing to social care assessments including any contextual information.

- Ensuring visitors to the academy are fully aware of basic safeguarding procedures.

- Undertaking a series of duties ensuring that pupils are safeguarded and observed during social times and between lessons.

Resources and performance management

- Setting high standards and expectations for personal, pupil and staff behaviours and actions to support the achievement of the Academy's intended outcomes.

General duties and responsibilities

- Safeguarding the welfare of pupils and reporting any concerns to the Academy Lead.
- Upholding the ethos and promote the core principles of the Academy.
- Working in accordance with all Academy and Trust procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code.
- Creating training resources for safeguarding to be used by staff, governors, parents and pupils.
- Supporting the DSL in the delivery of training and CPD.
- Modelling the highest professional standards to staff and pupils in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
- Supporting the leadership team with staff inductions ensuring they are carried out effectively in relation to safeguarding.
- Chairing, participating in and attending meetings and training as appropriate including INSET days.
- Taking an active role in own professional development in line with performance management objectives and safeguarding requirements
- Ensuring safeguarding files are transferred in line with statutory requirements.
- Ensuring confidentiality is maintained at all times.
- Carrying out other duties as may be reasonably requested.

Professional Development & Working with Others

- Actively engage in the school's CPD programme and take responsibility for your own professional learning.
- Participate in the Appraisal process and use feedback to improve practice.
- Work effectively as part of a team.
- Maintain positive working relationships with colleagues and contribute to a supportive, collaborative culture.

- Work constructively with external agencies and networks, including Trust hubs, where appropriate.

- Follow all school communication policies and uphold professional standards at all times.

General Duties

- Contribute fully to the life and ethos of the school, modelling its values and supporting a positive culture.

- Comply with all school and Trust policies, including safeguarding, Health & Safety, and risk assessment requirements.

- Uphold the Trust's commitment to high expectations and the belief that all pupils can achieve excellent progress.

Bolton Impact Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so

Person Specification	
Essential	**Desirable**
Qualifications & Training	
GCSE Maths and English (Grade A-C/4-9)	Existing DSL/DDSL training
Evidence of relevant safeguarding training and professional development or willingness to work towards	Degree or Equivalent
To have a detailed knowledge of current child protection and safeguarding legislation including CSE and radicalisation	
Evidence of Continuous Professional development.	
Experience	
Experience of safeguarding in a school or other relevant organisation.	Experience of training staff
Experience of working with vulnerable children and young people, managing safeguarding concerns and working with external agencies.	Proven track record of raising safeguarding standards
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.	Experience of writing policies and disseminating understanding of such policies
Experience of working to deadlines and conflicting schedules.	Experience of chairing child protection meetings and acting as lead professional
Knowledge, Skills and Abilities	
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of school and other agencies.	Knowledge of governance
Knowledge of relevant staff development and training opportunities.	
Awareness of local and national agencies that provide support for children and their families and an awareness of issues children and families face in Bolton and the surrounding areas	

Excellent ICT Skills.	
Excellent record keeping.	
Ability to build effective working relationships with staff and other stakeholders.	
Ability to build strong working relationships with all stakeholders	
Self-starter able to prioritise and meet tight deadlines	
Meticulous attention to details	
Personal Qualities	
Clear dedication to teaching pupils with complex needs.	
Flexibility and an ability to respond creatively to the challenges of working in an alternative education setting.	
Committed to the development and values of the Trust.	
Willingness to work across the trust and share good practice.	
All year-round commitment to performance management and CPD.	
The highest expectations of yourself, colleagues, and pupils.	
Work effectively as part of a team, developing positive relationships with colleagues, pupils, parents/carers, and other agencies, as appropriate.	
Comfortable working with young people and families with challenging behaviours.	
Commitment to impactful networking and research activity.	
Resilient and adaptable, with the ability to manage change effectively.	
Committed to impactful and effective communication.	
Creative and willing to embrace innovative ideas and methodologies.	

Reflective practitioner with a commitment to continuous improvement.	
Enthusiasm, commitment, determination.	
Committed to the well-being of yourself and others	
Excellent record of attendance and punctuality	