

Job Description	
Department	SLT
Post Title:	Assistant Headteacher - Safeguarding (DSL) & Attendance
Salary Scale/Range	L13 - L16
Hours	Full Time
Permanent/Fixed Term	Full time. Permanent.
Posts Responsible to	Deputy Headteacher
Posts Responsible for	DDSL and Key Support Staff
<p>Job Purpose:</p> <p>The role of the Assistant Headteacher – Safeguarding and Attendance is to provide strategic leadership of safeguarding, child protection and attendance across the school, ensuring that all pupils are safe, supported and able to fully access education.</p> <p>The core aims of the role are to establish and sustain a strong safeguarding culture, ensuring that statutory duties are fully met and embedded in daily practice, while leading an ambitious and effective whole-school attendance strategy. The postholder will ensure that safeguarding, behaviour, inclusion and attendance systems work in synergy to remove barriers, improve outcomes and secure the welfare of all pupils, particularly the most vulnerable.</p> <p>The postholder will act as the Designated Safeguarding Lead (DSL), taking lead responsibility for safeguarding and child protection in line with statutory guidance.</p>	

CORE DUTIES FOR ALL STAFF ON THE LEADERSHIP SPINE

Strategic Leadership of Teaching, Learning, Curriculum and Culture

- Provide strategic leadership for a designated area of teaching, learning, curriculum or school culture, ensuring alignment with whole-school priorities and consistency across both sites.
- Lead and influence improvements in teaching quality, learning experience and pupil outcomes through evidence-informed approaches.
- Contribute to whole-school strategic planning and development, ensuring that decisions within their area support the wider school improvement agenda.

Behaviour, Attendance and Inclusion

- Provide strategic leadership for behaviour, attendance and inclusion within their area of responsibility, ensuring alignment with whole-school systems and expectations.
- Promote a culture of high expectations, ensuring that behaviour for learning, attendance and inclusion are consistently applied and understood by all staff and pupils.
- Support staff in addressing barriers to learning, including behaviour, attendance and safeguarding concerns, ensuring appropriate intervention and follow-up.
- Contribute to the development and implementation of whole-school strategies to improve behaviour, reduce absence and support vulnerable pupils.
- Act as the school's lead teacher for CLA and PCLA as well as other children known to social care.
- Act at the school's strategic lead for children's Mental Health and advocate for this.

Personal Development

- Contribute to the strategic leadership of pupils' personal development, ensuring a coherent and high-quality offer across the school.
- Promote opportunities that support pupils' character development, wellbeing, enrichment and preparation for life beyond school.
- Ensure that personal development is embedded within the wider curriculum and pastoral systems.

Leadership of Staff Development and Professional Growth

- Mentor, coach and support teachers and support staff to build pedagogical confidence, strengthen practice and ensure high levels of professional consistency across the school.
- Provide leadership in managing behaviour for learning, including supporting colleagues with key students, facilitating restorative processes, overseeing reporting systems and meeting parents where necessary.
- Model exemplary professional conduct and practice that supports a culture of high expectations and continuous improvement.

Curriculum Leadership and Communication

- Ensure clear, timely and effective communication regarding curriculum intent, schemes of learning, assessments, deadlines and expectations relevant to their area or year group.
- Lead and support the design, refinement and delivery of curriculum models, ensuring coherence and high-quality implementation across both sites.

School Improvement and Self-Evaluation

- Lead or participate in a range of School Self-Evaluation activities on behalf of the Headteacher and senior leadership team, contributing to evidence gathering, evaluation and improvement planning.
- Monitor and evaluate the impact of teaching approaches, interventions and curriculum delivery, providing clear recommendations to drive improvement.
- Use evaluation findings to set actionable and ambitious targets for staff and areas of provision where appropriate.

Leadership of People: Line Management and Appraisal

- Undertake line management and appraisal responsibilities for designated staff, ensuring a culture of accountability, professional development and high standards.
- Gather, interpret and communicate staff and pupil voice to inform leadership decisions and strengthen collaborative practice.
- Strategic lead for matters relating to and initiatives that promote staff wellbeing

Data, Outcomes and Intervention Strategy

- Lead the tracking and analysis of data for designated cohorts, identifying trends, barriers and priority groups requiring targeted support.
- Work with staff to identify students who need adjustments or different waves of intervention and oversee the monitoring of impact.

Visibility, Presence and Professional Influence Across Both Sites

- Maintain a strong and influential presence across both sites, modelling professionalism and behaviours that reinforce high standards of conduct, culture and ethos.
- Promote an inclusive, aspirational and values-driven culture that contributes to a strong sense of community and shared purpose.

Additional Expectations

- Undertake any reasonable duties within the post-holder's professional capacity as directed by the Headteacher or senior leadership team, contributing flexibly and proactively to whole-school needs.

SPECIFIC RESPONSIBILITIES FOR ASSISTANT HEADTEACHER – SAFEGUARDING AND ATTENDANCE

Strategic Leadership of Safeguarding and Attendance

- Act as the Designated Safeguarding Lead (DSL), taking lead responsibility for safeguarding and child protection in line with statutory guidance.
- Ensure the school meets all statutory safeguarding responsibilities as outlined in *Keeping Children Safe in Education*.
- Lead the development, implementation and regular review of safeguarding and child protection policies and procedures.
- Provide strategic leadership for attendance, developing and implementing an ambitious whole-school strategy to improve attendance and reduce persistent and severe absence.
- Ensure safeguarding and attendance priorities are fully integrated into the School Improvement Plan.
- Maintain up-to-date knowledge of national and local safeguarding and attendance requirements and ensure these are reflected in practice.

Quality Assurance, Compliance and School Self-Evaluation

- Lead safeguarding and attendance monitoring through the school's self-evaluation cycle, ensuring robust quality assurance of practice and systems.

- Ensure safeguarding records are accurate, secure, up to date and compliant with statutory guidance, including appropriate information sharing.
- Oversee referrals to children's social care and other agencies, ensuring timely and appropriate action is taken.
- Ensure all staff receive appropriate safeguarding training (including induction and regular updates) in line with statutory requirements.
- Oversee safer recruitment processes, ensuring compliance with statutory expectations.
- Ensure appropriate systems are in place for online safety, including filtering and monitoring.
- Monitor attendance systems and processes, ensuring compliance with legal requirements and effective use of intervention and enforcement where appropriate.

Culture, Behaviour and Inclusion Leadership

- Establish and sustain a strong safeguarding culture where safeguarding is everyone's responsibility and pupils feel safe ("felt safety").
- Promote high expectations for attendance, punctuality and engagement across the school community.
- Ensure safeguarding, behaviour and attendance systems are aligned to support vulnerable pupils and remove barriers to learning.
- Lead on early identification of risk, including children in need of early help, and ensure appropriate intervention.
- Ensure that safeguarding practice reflects a child-centred and coordinated approach.

Assessment, Data and Intervention Strategy

- Oversee the analysis of safeguarding trends and attendance data, identifying patterns, risks and priority groups.
- Lead a strategic response to persistent and severe absence, including targeted intervention for disadvantaged and vulnerable pupils.
- Ensure robust systems are in place to monitor pupils at risk, including those subject to child protection plans, children in need, and those requiring early help.
- Evaluate the impact of safeguarding and attendance interventions and adapt strategies to secure sustained improvement.

Professional Development and Workforce Leadership

- Lead safeguarding and attendance training for all staff, ensuring compliance with statutory requirements and high-quality practice.
- Ensure all staff understand their safeguarding responsibilities, including recognising and responding to concerns.
- Provide guidance and support to staff in managing safeguarding and attendance issues, including complex cases.
- Contribute to the development of a culture of vigilance and professional curiosity.

Leadership of Communication, Collaboration and Multi-Agency Working

- Act as the lead professional for safeguarding, liaising effectively with children's social care, police, health and other external agencies.
- Ensure effective information sharing in line with statutory guidance and best practice.



- Build strong partnerships with parents and carers to support safeguarding and improve attendance.
- Ensure clear internal communication systems so that safeguarding concerns are reported, recorded and acted upon promptly.
- Report regularly to senior leaders and governors on safeguarding and attendance, including statutory reporting requirements.

Additional Safeguarding Responsibilities (DSL)

- Ensure appropriate cover arrangements are in place for safeguarding, including trained deputy DSLs.
- Maintain accurate and secure safeguarding records, transferring files appropriately when pupils move school.
- Ensure pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum.
- Promote and support a culture where concerns are raised without delay and whistleblowing procedures are understood.