



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Rhyddings

Operational Designated Safeguarding Lead

Recruitment Pack

- **Location:** Rhyddings, Haworth Street, Oswaldtwistle, Lancashire, BB5 3EA
- **Grade:** 8 SCP 25 - 30
- **FTE Annual salary:** £37,563 to £42,123
- **Pro rata salary:** £32,597 to £36,555
- **Contract type:** Permanent / 37 hours per week / Term time plus 5 days
- **Start date:** ASAP

All of our staff will have access to the Local Government Pension Scheme.

CEO's Welcome

Dear Applicant,

Thank you for your interest in joining Rhyddings School as our Operational Designated Safeguarding Lead and for taking the time to find out more about the role and our Trust. Rhyddings is a proud member of LET Education Trust, a family of schools serving communities across Lancashire. Each of our schools has its own identity and character, but we are united by a shared ambition: to provide the very best possible education and opportunities for every young person in our care.

Keeping children safe is, quite simply, one of the most important things we do. We want every young person in our schools to feel safe, to know that they are listened to and to have adults around them who know them well and will act when they need help.

As our Operational DSL, you will be at the heart of this work at Rhyddings. It is an important role and one which will involve working closely with pupils and their families, colleagues across the school and other professionals. We also work closely with Lancashire County Council and other local services to make sure that children and families receive the right support when they need it.

You will also be part of our DSL network across LET. We are strengthening the way our safeguarding leads work together across the Trust, creating more opportunities to share expertise, support one another and develop consistently strong safeguarding practice across all of our schools.

We are looking for someone with strong safeguarding knowledge and judgement, but just as importantly, someone who cares about young people and can build positive and trusting relationships with them.

This is an exciting time to join Rhyddings and LET Education Trust. We have a new Headteacher, a great team of staff and a real determination to keep moving the school forward. Safeguarding will be an important part of that work and this is an opportunity to play a key role in strengthening what we do.

We have high expectations across our Trust, not only for our young people but for ourselves. In return, you will become part of a supportive school community and a wider Trust where we want people to work together, learn from one another and feel proud of the difference they make.

If this sounds like the kind of role and organisation you would like to be part of, I would be delighted to receive your application.

You can find out more about LET Education Trust at www.let-edu.org and about Rhyddings School at www.rhyddings.co.uk.

I wish you the very best of luck with your application.

Yours sincerely,
Jeniffer Sing
CEO
LET Education Trust

Headteacher's Welcome

Thank you for your interest in the position of Operational Designated Safeguarding Lead at Rhyddings.

I am incredibly proud to have recently been appointed as Headteacher of Rhyddings and feel privileged to be leading the school into an exciting new chapter. As we look to the future, I am determined to build a school where every young person feels safe, valued and supported, and where they are given every opportunity to succeed.

I believe passionately that every young person deserves an exceptional education, regardless of their starting point. My ambition is to secure outstanding outcomes for every pupil whilst developing the whole child. Academic success is vital, but so too are the confidence, character, resilience and aspirations that enable young people to flourish. I want every pupil who leaves Rhyddings to be the very best version of themselves.

Central to achieving this is ensuring that safeguarding and inclusion sit at the heart of everything we do. We are therefore looking to appoint an exceptional Operational Designated Safeguarding Lead who shares our ambition for our pupils and understands the crucial role that effective safeguarding plays in enabling young people to thrive.

This is a key role within our school. The successful candidate will work closely with senior leaders, pastoral colleagues, pupils, families and external agencies to ensure that our safeguarding practice is consistently strong, responsive and centred on the needs of the child. We are looking for someone who combines excellent professional knowledge with compassion, resilience and the confidence to make difficult decisions when required.

Rhyddings is a school with enormous potential and a community that deserves the very best. We have high expectations for what our pupils can achieve and are building a culture in which everyone is encouraged to achieve their Positive Personal Best. We are looking for colleagues who share that ambition, believe in the transformative power of education and want to make a lasting difference to the lives of our young people.

If you are an experienced, values-driven safeguarding professional who is excited by the opportunity to play an important part in the next chapter of Rhyddings, I would be delighted to receive your application.

Together, we have a unique opportunity to build something truly special for the young people and families we serve.

Mr D. Swarbrick
Headteacher



Safeguarding at Rhyddings

LET Education Trust is steadfast in its commitment to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this unwavering dedication.

Criminal Record and Background Checks

In accordance with Keeping Children Safe in Education (KCSIE), this position is subject to a robust vetting process:

- As this role involves "regulated activity," the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- This post is not exempt from the Rehabilitation of Offenders Act 1974. However, certain "protected" convictions and cautions are "filtered" and do not need to be disclosed.
- Shortlisted candidates will be required to complete a criminal records self-disclosure form before the interview.
- In line with statutory guidance, the Trust will conduct online searches for all shortlisted candidates to identify any incidents or issues that may affect their suitability to work with children.

Statutory Compliance

- To comply with the Immigration, Asylum and Nationality Act 2006, all shortlisted candidates will be asked to provide evidence of their legal right to work in the UK on the day of the interview.
- This role is identified as a public-facing position under Part 7 of the Immigration Act 2016. Therefore, the ability to fulfil all spoken aspects of the role with confidence and fluency in English is an essential requirement.

All appointments are subject to satisfactory references and medical clearances.

How to Apply

Applications should be submitted using the forms available on our website, accompanied by a supporting letter of no more than two A4 pages. The supporting letter should be clear, concise, accurately written and presented in an organised way; it should show how your experience to date has prepared you for this role. Your letter and complete application form should be returned no later than the specified closing date, and returned to pearcek@rhyddings.co.uk.

- Application deadline date: Friday 2nd October 2026, 12 noon.
- Interview date: Friday 9th October 2026

Job Description

- **Post Title:** Operational Deputy Designated Safeguarding Lead
- **Location:** Rhyddings, Haworth Street, Oswaldtwistle, Lancashire, BB5 3EA
- **NJC Scale:** Grade 8, Pt. 25-30
- **Contract Terms:** Permanent / 37-hour week/ Term Time plus 5 days
- **Date:** ASAP
- **Responsible To:** Designated Senior Leader / Assistant Headteacher

Main Purpose

The Operational DSL will take responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings, and contribute to the early help assessment of children. They will advise and support other members of staff on child welfare, safeguarding, and child protection matters, and liaise with relevant agencies such as the local authority, health services, and police. Some safeguarding activities may be delegated to pastoral and inclusion teams, but the Operational DSL will retain lead responsibility for safeguarding and the protection of children on the continuum of need.

Responsibilities specific for this post

Managing Referrals

- Develop the structure for early help services in school. Manage the caseload and liaise with external services.
- Refer cases of suspected abuse and neglect to the local authority children's social care.
- Support staff who make referrals to the local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation or radicalisation-related concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service (DBS) where a person is dismissed or leaves due to risk or harm to a child.
- Refer cases to the police where a crime may have been committed.
- Refer cases to the police for welfare checks when contact has been lost.
- Attend and lead external Team Around the Family (TAF) meetings.

Working with Staff and Other Agencies

- Act as a source of support, advice, and expertise for all staff.
- Take appropriate actions from CPOMS (Child Protection Online Management System) reports/safeguarding logs.
- Act as a point of contact with the safeguarding partners.
- Inform the Headteacher / Assistant Headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with staff on matters of safety, safeguarding, and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with and make referrals for the mental health support team, where safeguarding concerns are linked to mental health (e.g., MHIST, ELCAS, NEST, YNOT).
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Undertake home visits and work directly with families.
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding, and child protection issues that children in need are experiencing, or have experienced.
 - Identifying the impact that these issues might be having on children's attendance, engagement, and achievement at school.

Job Description continued

The above includes:

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.

Managing the Safeguarding Records/Registers

- Ensure child protection files/records are kept up to date.
- Gatekeep the CPOMS entries and take appropriate actions.
- Keep information confidential and store it securely.
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached, and the outcome.
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE).

Where children leave the school (including in-year transfers):

- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE.
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place.

Raising Awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff.
- Work with the DSL Strategic Lead to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding, and child protection issues that children who have or have had a social worker are experiencing.
- Update the school website with relevant safeguarding resources.

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of Annex C.
- Undertake Prevent awareness training.
- Refresh knowledge and skills at regular intervals and at least annually.
- Lead and organise CPD for whole-staff safeguarding throughout the year.

Providing Support to Staff

- Support and advise staff and help them feel confident on welfare, safeguarding, and child protection matters.
- Support staff during the referrals process.
- Support staff to consider how safeguarding, welfare, and educational outcomes are linked, including to inform the provision of academic and pastoral support.

Job Description continued

Understanding the Views of Children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.
- Organise and lead student voice events throughout the year to review safeguarding procedures for students.

Holding and Sharing Information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations, and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Keep detailed, accurate, secure written records of concerns and referrals.

Additional Duties and Expectations

The operational 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 should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.

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 DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Qualifications and Development		
GCSE Grade C/4 or above (or equivalent) in English and Maths or equivalent.	Essential	Application Form/Certificates
Up-to-date, advanced Designated Safeguarding Lead (DSL) training (Level 3 or equivalent).	Essential	Application Form/Certificates
Evidence of recent training or professional development related to secondary-aged safeguarding issues (e.g., exploitation, mental health, online safety).	Essential	Application Form/Interview
Relevant professional qualification in social work, education, youth work, or a related discipline.	Desirable	Application Form/Certificates
Safer Recruitment training certificate.	Desirable	Application Form/Certificates
Experience		
Significant experience working within a safeguarding capacity, preferably in a secondary school setting or a Multi-Academy Trust (MAT).	Essential	Application Form / Interview / References
Experience managing a complex caseload and making high-stakes decisions regarding child protection and early help.	Essential	Application Form / Interview / References
Proven track record of working collaboratively with external agencies (e.g., Children's Social Care, LADO, Police, CAMHS).	Essential	Application Form / Interview
Experience in leading and delivering training or CPD sessions to multi-disciplinary staff teams.	Desirable	Application Form / Interview
Knowledge and Understanding		
Deep, thorough knowledge of current statutory guidance including Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children, and the Data Protection Act/UK GDPR.	Essential	Application Form/Interview
Strong knowledge of the specific contextual safeguarding challenges affecting secondary school students (e.g., peer-on-peer abuse, radicalisation/Prevent, county lines, mental health difficulties).	Essential	Application Form/Interview

Person Specification

Understanding of how safeguarding vulnerabilities directly impact a child's attendance, engagement, and educational outcomes.	Essential	Interview
Skills and Abilities		
Exceptional interpersonal and communication skills, with the ability to build trusted relationships with students, parents, and staff.	Essential	Interview/References
Ability to remain calm, objective, and resilient under pressure or when dealing with highly sensitive and distressing situations.	Essential	Application Form/Interview/Task
Meticulous written skills for producing accurate, objective, and legally compliant case records and reports for the local advisory board.	Essential	Application Form/Interview/Task
Strong analytical skills to evaluate caseload data, spot safeguarding trends, and proactively adjust school intervention strategies.	Essential	Application Form/Interview
Ability to advise, challenge, and support staff confidently, promoting a transparent culture of listening to the 'student voice.'	Essential	Interview/References
Values and Attributes		
A deep commitment to promoting the welfare, inclusion, and safety of all children and young people.	Essential	Application Form/Interview/References
High levels of personal integrity, honesty, and professional boundaries when dealing with confidential data.	Essential	Interview / References
A collaborative team player who is willing to share best practices across the wider Multi-Academy Trust network.	Essential	Interview
High aspirations for children who have or have had a social worker, passionately supporting their academic and pastoral potential.	Essential	Interview / References
Resilience, determination, and a supportive, generous approach when guiding staff through challenging referral processes (The Rhyddings Way).	Essential	Interview / References

