Carwarden House Community School
Job Description
Post: Deputy Designated Safeguarding Lead DDSL
(Non- teaching)

Salary: Surrey Support Staff S6 Range £30,647-£32, 867(FTE)

£23,560 – £25,267 (Pro-rata salary)

Hours 32.17 per week 8.30am to 3.15pm (5.00pm on Wednesday)Term time + 5 Days Inset Training

REPORTS TO:	**DSL**
DATE:	**January 2026**
JOB PURPOSE:	To safeguard and ensure responsive pastoral care is provided to children and young people. To collaborate with and connect professionals in and outside the school, to promote good mental health and wellbeing, assess risk and seek support for children, young people and their parents and carers. To support parents and carers to access support as needed and promote a joint approach to improve life outcomes, for pupils to lead healthy, independent lives. This is a key role within the school.
KEY ACCOUNTABILITIES:	• Work in collaboration with Designated Safeguarding Lead and other DDSLs to assess risk, identify support and services. • With a school leader, co-ordinate the Pastoral support team. • Complete Early Help assessments. • Write and submit referrals to external support agencies as needed. • Engage in and lead on multi-agency partnership working to support child and family networks. • Report on and respond to pastoral and safeguarding concerns. • Provide advice and guidance to parents, carers and staff. • Keep up to date with developments in national and local safeguarding practice. • Review and update school policies related to safeguarding and pastoral support. • Identify and engage in Continuing Professional Development and share learning within the school. • Plan and deliver training to staff related to relationship based approaches and safeguarding updates. • Provide pastoral support as needed to staff, parents, carers and children. • Engage in professional supervision and maintain strict professional boundaries within the school, recognising the impact that working with trauma can have on practice. • Maintain strict confidentiality and adhere to data protection protocols. • Promote and uphold the school's values and ethos, and model effective relationship based practice.

	• Advocate for children and young people, with particular consideration to equity, diversity and inclusive practice. • Report to stakeholders and external agencies as required. • Plan and prioritise own work activities, responding to changing demands and adjusting priorities as needed.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment