



CANDIDATE PACK

Assistant Headteacher & Designated Safeguarding Lead



Start date:
ASAP

Location:
Old Homesdale
Road, Bromley
BR2 9LJ



About Us

Bromley Beacon Academy (BBA) is a member of London South East Academies Trust, a MAT consisting of schools which are a mix of special, alternative and main stream provisions. BBA converted to academy status in February 2016 and is designated as a Social Emotional Mental Health (SEMH) school, located on three sites in the London Borough of Bromley, namely, Midfield (BTAM -KS1), Orpington (BBAO - KS2&3) and Bromley (BBAB - KS4&5) of Bexley.

At the Bromley campus (BBAB), we cater for 14-19 year olds with a focus on embedding core skills in addition to vocational qualifications including, Music, Food Studies, Construction and Motor Bike.

**BROMLEY
BEACON
ACADEMY**





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk



Bromley Beacon Academy strives to develop pupils who are responsible and respectful with a strong moral purpose. SMSC supports this development so that our pupils become life-long learners, who play constructive roles as citizens in our diverse and multi-cultural society.

Values

Relationship

Integrity

honesty

Trust

Teamwork

BROMLEY
BEACON
ACADEMY



Job Description

Job title: Assistant Headteacher & Designated Safeguarding Lead (DSL)

Salary: L9 to L18 on the Outer London Payscale

Contractual Hours: 25 Hours

Position Status: Permanent

Bromley Beacon Academy is an all through Social, Emotional and Mental Health School (SEMH) in Bromley, offering a specialist educational provision to pupils in Key Stages 1 to 5 who have an EHCP or Statement for SEMH as their primary need. The school converted to an academy in February 2016 and joined London South East Academies Trust. London South East Academies Trust, part of the Elevare Group, is a thriving multi-academy Trust consisting of schools offering special, mainstream and alternative provision.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.



About our Vacancy:

The Assistant Headteacher & Designated Safeguarding Lead (DSL) will play a key strategic role in ensuring the safety, welfare and wellbeing of all pupils across the academy. As the school's lead safeguarding professional, they will provide leadership and oversight of safeguarding, child protection, attendance, behaviour, inclusion and pastoral support, ensuring that statutory responsibilities are met and embedded in everyday practice.

The postholder will support the Headteacher and Deputy Headteacher in the strategic leadership and operational management of the academy, whilst leading on safeguarding and student welfare. They will contribute to school improvement, promote high standards of teaching, learning and behaviour, and help ensure that all pupils, particularly the most vulnerable, can achieve success.

The Assistant Headteacher & DSL will have a reduced teaching commitment of approximately 40-50%, reflecting the significant responsibilities associated with safeguarding leadership. The postholder may also undertake any duties reasonably delegated by the Headteacher.

Job Description

Professional Values and Qualities

The Assistant Headteacher/DSL will:

- Uphold public trust and maintain the highest standards of professional conduct, integrity and confidentiality.
- Demonstrate an unwavering commitment to safeguarding and promoting the welfare of children and young people.
- Build positive, respectful and effective relationships with pupils, families, staff, governors and external agencies.
- Act as a visible and approachable member of the Senior Leadership Team.
- Champion an inclusive culture where every pupil feels safe, valued and supported.
- Serve in the best interests of all pupils and the wider school community.

Key Responsibilities

Strategic Safeguarding Leadership

As the school's Designated Safeguarding Lead, the postholder will:

- Lead and manage all aspects of safeguarding and child protection across the academy.
- Ensure compliance with statutory safeguarding requirements, including Keeping Children Safe in Education and local safeguarding procedures.
- Maintain oversight of safeguarding systems, policies, procedures and record-keeping.
- Act as the primary point of contact for safeguarding concerns and referrals.
- Liaise effectively with social care, health, police, the local authority and other external agencies.
- Lead safeguarding case management, ensuring timely interventions and appropriate support for vulnerable pupils.
- Oversee safeguarding referrals, risk assessments, child protection plans and multi-agency meetings.
- Ensure effective safeguarding training for all staff, governors and volunteers.
- Maintain a strong culture of safeguarding vigilance across the academy.
- Produce safeguarding reports for governors and senior leaders.
- Monitor safeguarding data and trends to inform strategic decision-making.



Attendance, Behaviour and Inclusion

- The Assistant Headteacher & DSL will:
- Lead whole-school attendance strategies, ensuring attendance remains a key priority.
- Monitor attendance data and implement targeted interventions for pupils at risk of persistent absence.
- Work closely with families and external agencies to improve attendance outcomes.
- Oversee behaviour systems and promote a positive culture of high expectations.
- Lead strategies to support vulnerable pupils and reduce exclusions.
- Ensure effective reintegration support for pupils returning from absence, suspension or alternative provision.
- Champion inclusion and ensure barriers to learning are identified and addressed promptly.
- Lead on pupil wellbeing and mental health initiatives.

Looked After and Previously Looked After Children

The Assistant Headteacher & DSL will:

- Act as the academy's Designated Teacher for Looked After Children (LAC) and Previously Looked After Children (PLAC), ensuring full compliance with statutory guidance.
- Promote the educational achievement, attendance, wellbeing and personal development of looked after and previously looked after pupils.
- Maintain an accurate register of looked after and previously looked after children and ensure their specific needs are identified and met.
- Lead the completion, implementation and review of high-quality Personal Education Plans (PEPs) and ensure that agreed actions are effectively monitored.
- Work closely with the Virtual School, social workers, carers, parents, local authorities and other professionals to secure the best possible outcomes for pupils.
- Monitor the academic progress, attendance, behaviour, wellbeing and engagement of looked after and previously looked after children and coordinate targeted interventions where required.
- Ensure Pupil Premium Plus funding is used effectively to remove barriers to learning and improve educational outcomes.
- Champion the views, aspirations and educational needs of looked after and previously looked after children across the academy.
- Promote staff awareness and understanding of attachment, trauma and the specific needs of looked after and previously looked after children.
- Ensure effective transition arrangements are in place when pupils join, move within or leave the academy.
- Provide regular reports to senior leaders and governors on the attendance, progress, wellbeing and outcomes of looked after and previously looked after pupils.
- Foster a culture of high expectations, inclusion and achievement for all looked after and previously looked after children.

Personal Development and Pastoral Care

The Assistant Headteacher & DSL will:

- Develop and oversee whole-school pastoral systems that promote wellbeing, resilience and personal development.
- Ensure pupils feel safe, supported and listened to.
- Lead pupil voice activities and use feedback to inform school improvement priorities.
- Coordinate individual support plans for pupils requiring additional pastoral intervention.
- Support the delivery of personal development, relationships, health and wellbeing education.
- Promote effective partnership working with parents and carers.

Leadership and School Improvement

Under the direction of the Headteacher, the Assistant Headteacher & DSL will:

- Support the strategic leadership and daily management of the academy.
- Contribute to the development and implementation of the School Improvement Plan.
- Support monitoring, evaluation and quality assurance activities.
- Use data effectively to identify areas for development and measure impact.
- Establish and maintain effective systems, processes and policies.
- Ensure a safe, orderly and positive learning environment for pupils and staff.
- Contribute to self-evaluation and inspection readiness.

Teaching, Curriculum and Learning

The Assistant Headteacher & DSL will:

- Maintain a reduced teaching commitment and consistently model excellent classroom practice.
- Support the development of high-quality teaching and learning across the academy.
- Monitor pupil progress and support interventions that improve outcomes.
- Promote effective approaches to assessment and pupil engagement.

Teaching, Curriculum and Learning

The Assistant Headteacher & DSL will:

- Work closely with the SENDCo to ensure pupils with additional needs receive appropriate support.
- Promote inclusive practice and high aspirations for pupils with SEND.
- Ensure vulnerable pupils can access the curriculum and wider school opportunities.
- Support effective multi-agency working to secure positive outcomes for pupils and families.

Staff Leadership and Professional Development

The Assistant Headteacher & DSL will:

- Line manage identified staff and middle leaders.
- Carry out performance management and appraisal responsibilities.
- Support staff wellbeing and professional growth.
- Deliver safeguarding and pastoral training to staff.
- Develop staff understanding of trauma-informed and inclusive practice.
- Keep abreast of national developments in safeguarding, attendance and education.

Governance and Partnerships

Under the direction of the Headteacher, the Assistant Headteacher & DSL will:

- Work closely with governors, particularly the safeguarding governor.
- Produce reports relating to safeguarding, attendance, behaviour and wellbeing.
- Support the school in meeting all statutory safeguarding and regulatory requirements.
- Develop strong partnerships with external agencies and educational partners.
- Represent the academy professionally in multi-agency forums and meetings.

Safeguarding Statement

The Assistant Headteacher & Designated Safeguarding Lead will be the senior operational lead for safeguarding and child protection within the academy and will ensure that safeguarding remains at the heart of all decision-making. The postholder must demonstrate a clear commitment to safeguarding, promoting the welfare of children and creating a culture where every pupil feels safe, valued and able to thrive.

This role is subject to an enhanced DBS check and all safer recruitment procedures.

General Requirements:

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

