



CANDIDATE PACK

Deputy Designated Safeguarding Lead



**Start date:
September 2026**

**Location:
Woodside Road
Bexleyheath
Kent
DA7 6LB**



About Us

Endeavour Academy is the proud recipient of the Carnegie Centre of Excellence Gold Award, recognising that the School places the mental health of all, at the heart of our practice. We provide an inclusive, holistic curriculum for learning that provides opportunities for success. Every pupil at Endeavour Academy is seen as an individual and their journey to success necessitates an individualised approach to meet their needs, while enabling them to access core and foundation subjects.

As a School community that has wellbeing and achievement at its core, the intent of curriculum at Endeavour Academy reflects this, being aspirational and inclusive. Our aim is to offer pupils the same opportunities as their mainstream counterparts, enabling a productive and successful transition, post 16, into the world of further study and employment.

ENDEAVOUR
ACADEMY
BEXLEY





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



Job Description

Job title: Deputy Designated Safeguarding Lead

Salary: H24 to H28 on the LSEAT Harmonised pay scale

Contractual Hours: 37 hours a week

Contractual Weeks: 40 weeks per year

Position Status: Permanent

About our vacancy

We are seeking a dedicated and compassionate Deputy Designated Safeguarding Lead to join our committed pastoral team at a forward-thinking secondary school in Bexley. This is an exciting opportunity for a passionate safeguarding professional who is committed to promoting the welfare of children and young people, ensuring a safe and supportive learning environment, and working collaboratively with staff, families, and external agencies to achieve the best outcomes for every student.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels. Mental health is at the core of all our practice and involves pupils, staff, parents and other stakeholders. Feeling included and having a sense of belonging to a community is vital if we are all to connect with each other and build positive mental health.



Job Description

To support the Designated Safeguarding Lead in ensuring effective safeguarding practice across the school, promoting the welfare of all pupils, and fulfilling statutory duties under *Keeping Children Safe in Education (KCSIE)* and *Working Together to Safeguard Children*.

Additionally, to oversee pupil attendance, working proactively with staff, pupils, families, and external agencies to promote high levels of attendance and punctuality, reducing persistent absence and supporting pupils at risk.



Key Responsibilities

Safeguarding (Deputy DSL Duties)

- Act as a first point of contact for safeguarding concerns in the absence of the DSL.
- Support the DSL in managing referrals to children's social care, the police, or other relevant agencies.
- Maintain accurate, confidential, and up-to-date safeguarding records using the school's systems.
- Contribute to the development and implementation of safeguarding policies, procedures, and staff training
- Support staff in recognising and reporting safeguarding concerns, ensuring a robust culture of vigilance.
- Attend and contribute to case conferences, core group meetings, and multi-agency meetings as required.
- Deliver or assist with safeguarding training and updates for staff and volunteers.
- Monitor safeguarding data and trends, contributing to reports for the Senior Leadership Team (SLT) and governors

Attendance

- Monitor daily pupil attendance, follow up unexplained absences, and implement first-day response systems.
- Work with families and external agencies to address barriers to attendance, ensuring compliance with statutory guidance.
- Identify patterns of persistent absence and lateness, and develop intervention plans with pupils and families.
- Issue attendance reports and maintain accurate records in line with school policies and legal requirements.
- Promote the importance of good attendance through assemblies, newsletters, and parent communications.
- Liaise with teaching staff, pastoral teams, and external agencies to support pupils with attendance concerns.
- Contribute to strategies to improve whole-school attendance rates

General Duties

- Uphold the school's values, policies, and code of conduct.
- Maintain confidentiality at all times.
- Undertake relevant training to keep up to date with safeguarding and attendance legislation.
- Carry out other reasonable duties as requested by the Headteacher or DSL

Endeavour Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and provide references prior to appointment.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.

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

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of safeguarding legislation (KCSIE, Working Together, local safeguarding procedures). • Experience working with children and families in an educational or social care setting. • Excellent organisational skills with the ability to prioritise effectively. • Strong communication and interpersonal skills, with the ability to build trust with pupils, staff, and parents. • Ability to handle sensitive information with discretion and maintain accurate records. • Competence in using school management systems (e.g. SIMS, Arbor) and Microsoft Office 	<ul style="list-style-type: none"> • Previous experience as a safeguarding officer or attendance officer. • Knowledge of school attendance legislation and statutory guidance. • Training in child protection, safeguarding, or related fields. • Ability to deliver staff training.

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](#).

Closing date: July 2026

Interviews: TBC

