

CANDIDATE PACK

DDSL / Family Worker



Start date:
September 2026

Location:
Down Road
Bexhill-on-Sea
East Sussex
TN39 4HS

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

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
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: DDSL / Family Worker

Salary: H24 to H28 on the LSEAT Harmonised pay scale

Contract Type: Permanent

Reporting To: Headteacher

East Sussex Skills Academy (ESSA) is seeking a dedicated Deputy Designated Safeguarding Lead (DDSL) / Family Worker to support safeguarding, attendance and pupil wellbeing within our alternative provision. Working closely with the DSL and Senior Leadership Team, you will play a key role in ensuring robust safeguarding practices, effective multi-agency working and meaningful support for pupils and families, particularly those who are most vulnerable.

London South East Academies Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an Enhanced DBS check.

East Sussex Skills Academy, located in Bexhill, recently joined London South East Academies Trust. As an alternative provision, the school supports up to 94 pupils in Years 9-11 who are unable to access mainstream education.

ESSA offers a broad range of vocational pathways. Pupils receive high quality teaching in maths, English and science alongside expert professional tuition in Construction multi-trades, Hairdressing, Barbering & Beauty, Automotive, Hospitality & Catering, Sports & Fitness and Arts & Creativity.

We are committed to helping our young people to re-engage with learning and develop the skills they need for successful progression into further education, apprenticeships and employment.



Job Description

Main purpose of the job:

- The post holder will be accountable to the DSL
- To achieve the highest possible levels of safeguarding, attendance and well-being for all pupils at East Sussex Skills Academy (ESSA).
- To support the Senior Leadership Team in creating lasting improvement in the quality of provision through safeguarding and attendance with professionalism and high expectations.
- To develop systems to ensure all key performance indicators are able to be measured appropriately on a regular basis.

Key responsibilities of the job holder:

To contribute to the development and improvement of academy life for all pupils through effective safeguarding procedures.

Safeguarding and Attendance:

- To work in collaboration with SLT on pupil Safeguarding and welfare.
- To manage and take a lead on all multi agency working concerning pupil welfare within academy, liaising directly with SLT when required.
- To work with the Attendance Officer to monitor the attendance of all pupils at ESSA daily and liaise directly with SLT/ external agencies when required using relevant data to report to key personnel.
- To support the Attendance Officer in carrying out daily attendance calls, prioritising CLA, CP and CIN pupils.
- Work with the most troubled families, providing necessary support and guidance and provide pathways to specific multi agency teams.



- To work with the Designated Safeguarding Leading in monitoring all Safeguarding concerns at ESSA on a daily basis, liaising directly with SLT/ external agencies when required. To include attendance at the safeguarding forum each week and providing minutes as required.
- To be an initial point of contact for safeguarding issues for pupils, parents/ carers, staff and other key stakeholders.
- To liaise with parents/ carers as point of contact for support/ welfare issues and attendance issues, including CAF and Social Care issues within academy.
- Advise the SLT/ external agencies on any action that may be required regarding any pupil within ESSA.
- To be available for pupils/ parents/ carers at ESSA before and after school each day.
- Support induction of new pupils and their parents/ carers, including both academic and SEMH assessments, in conjunction with the therapy team.
- To attend necessary training to support CPD for their role within the academy.
- Attending all meetings both at ESSA and externally.
- Covering for absent colleagues when necessary.

Contacts and Relationships

- To work in partnership with a range of agencies and providers as appropriate to deliver an outstanding provision in regards to safeguarding pupil welfare and attendance.
- To work with the SLT on the ESSA development plan and any other academy wide plans as directed.
- To attend team meetings and participate in activities that support the senior leadership team in the maintenance of discipline and ethos.
- To assist and support other members of staff to ensure the smooth running of ESSA, including involvement in offsite activities.

General

- To work across the Trust as directed by the Deputy CEO.
- To carry out the duties and responsibilities of the post in accordance with ESSA policies and relevant to health and safety guidance and legislation.
- To use IT systems as required to carry out duties of the post in the most effective manner.
- To participate in performance management and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required by SLT.
- To ensure that all services within the areas of responsibility are provided in accordance with ESSA commitment to high quality provision.
- At all times carry out the responsibilities of the post with regard to ESSA Equal opportunity policies.
- Attend school-based meetings and complete relevant administrative tasks.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of ESSA.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with Health & Safety legislation
- To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, positive handling policy, behaviour policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty
- You will be required to have a valid Enhanced DBS disclosure that will be rechecked every 3 years

The scope of this profile reflects the needs of the Trust 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 Trust change over time.



**LONDON
SOUTH EAST
ACADEMIES
TRUST**

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 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.

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.

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Attributes	Essentials	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> • Qualifications in safeguarding or equivalent experience 		

Attributes	Essentials	Desirable	Evidence
Experience and knowledge	<ul style="list-style-type: none"> • Experience of leading on attendance within an educational provision • Experience of working with young people within a school environment • An understanding of national developments in the area of SEMH 		

Attributes	Essentials	Desirable	Evidence
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Excellent communication skills • Ability to interpret data • The ability to take appropriate action with identified poor attending or vulnerable pupils • To be flexible and adaptable • Ability to present to different audiences • Ability to promote the ethos of the academy • To be positive and committed to inclusive education • To be a good team player 		

	<ul style="list-style-type: none">• Competent IT skills• Ability to build effective working relationships with a range of partners and stakeholders• Ability to motivate colleagues and learners through a positive and professional attitude• Strong interpersonal skills and an ability to communicate clearly both orally and in writing• Ability to use key aspects of ICT to present data• Ability to prioritise competing demands• Ability to work as part of a team		
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Attributes	Essentials	Desirable	Evidence
<p>Drive and Ambition</p>	<ul style="list-style-type: none"> • Willingness to undertake training as required to fulfil role • A desire to establish, develop and embed structures, systems and procedure that will create an outstanding academy. 		



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](#).



Part of