



Job Description

Job title: Safeguarding Lead (DSL)/Parent Liaison

Main purpose of job: To lead safeguarding practice across the organisation, ensuring compliance with statutory requirements while maintaining effective communication with parents/carers and external agencies.

Job Type: Term Time Only (8:00–16:00 or 9:00–17:00)

Department: Education

Position reports to: Head of Education

Length of contract: Permanent

Salary: £35,000–£38,000 (pro-rata)

Key Responsibilities

- Lead the implementation of safeguarding policies and procedures across the organisation
- Act as the Designated Safeguarding Lead (DSL), managing safeguarding concerns and referrals
- Maintain accurate safeguarding records and documentation
- Provide safeguarding training and updates to all staff
- Liaise with parents/carers regarding student welfare, progress, and concerns
- Coordinate with external agencies, including social services, local authorities, and health services
- Support student welfare and manage behaviour interventions
- Chair safeguarding meetings and participate in multi-agency forums
- Conduct regular safeguarding audits and maintain compliance
- Develop and maintain positive relationships with families
- Support attendance monitoring and intervention
- Lead parent engagement initiatives and communications

Experience and Education Requirements

Essential

- Designated Safeguarding Lead qualification
- Level 3 Safeguarding training
- Experience in SEND education setting
- Experience working with parents/carers
- Strong knowledge of KCSIE and safeguarding legislation
- Experience in multi-agency working
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office
- Experience in behaviour management
- Ability to obtain an enhanced Disclosure and Barring Service (DBS) check

Desirable

- Degree in education, social work or related field
- Experience in alternative provision

Application Process

In the first instance, send your CV and a short covering letter explaining why you are interested in this role to amanda@animalantiks.co.uk

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