



# Ark Soane Academy

## DDSL

**Location:** Acton, London – a five-minute walk from Acton Town tube station

**Contract:** Full-time hours, permanent contract

**Start date:** January 2025

**Salary:** Ark Support Scale- Grade 6 Points 8-19 (FTE £30,288 - £35,742)

**Closing date:** Applications will be considered on rolling basis and early applications are advised.

**Interviews:** TBC

## Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 720 students in Years 7-10 from September 2024 and will be launching our GCSE programmes for the first time.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling staff to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave the classroom.

We are a community of professionals learning together who believe we can all become exemplary in our field. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

### The role:

The Deputy DSL will be critical to supporting those children who find it hardest to meet those expectations to do so. As DDSL you will build close and professional relationships with vulnerable students, their families and their support networks to enable them to achieve outstanding academic and personal progress providing a real opportunity to transform students’ futures.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

### You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it.
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development.
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning.
- Have the drive, skills and resilient character required to help develop a new school.
- Be reflective about the Academy and committed to securing its continued development.
- Value and support practices driving continued progress across the network of Ark schools.





# Job description

## Key Responsibilities

---

### Our ideal candidate will:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required
- Represent the school at safeguarding meetings with social services/other external partners
- Assist the DSL in leading whole school Safeguarding training
- Ensure the school's child protection policies are reviewed annually, known, understood and used appropriately;
- Prepare and present information to present information to present to the SLT, Academy Governors and other stakeholders
- Overall management of CPOMS; ensuring that academy staff are using it correctly and provide training if required
- Management of SENSO; ensuring that all concerns around students' online behaviour are investigated and dealt with promptly
- Lead, both directly and through external partners, counselling and well-being interventions
- Keep detailed, accurate, secure written records of concerns and referrals and ensuring effective communication within the academy and with external partners;
- Promote educational outcomes by sharing information about welfare, safeguarding and child protection issues with colleagues.

- Ensure up-to-date knowledge of legislation, guidance and local practice in assessing for early help and statutory intervention

### Support for the school

- Supervise students in family dining, around the school and at break/lunch
- Assist with pastoral and behavioural support
- Accompany teachers and students on trips and out of school activities as required within contract hours, taking responsibility for students under the supervision of the teacher.

### Other

- Maintain student and family confidentiality.
- Carry out other reasonable tasks as directed by the SENCO/Principal.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

For more information about our school, please visit: [www.arksoane.org](http://www.arksoane.org).

To arrange a confidential conversation with the Principal about this role, please contact Secretta Clarke at [HR@arksoane.org](mailto:HR@arksoane.org) or phone 020 81615579.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

# Person specification



## Qualification Criteria

- Right to work in UK
- Qualified to degree level

## Knowledge, Skills and Experience

- Experience of a Deputy Designated Safeguarding role or similar
- Experience of working within a school environment (Desirable)
- DSL Trained
- Experience establishing successful relationships with young people in a paid or voluntary capacity
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Excellent communication and interpersonal skills with children and adults

## Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

For more information about our school, please visit: [www.arksoane.org](http://www.arksoane.org) To arrange a confidential conversation with the Principal about this role, please contact Secretta Clarke at [HR@arksoane.org](mailto:HR@arksoane.org) or phone 020 81615579.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when it occurred. To read more about Ark's safer recruitment process, please click this link.*





Ark Soane  
Academy

**Ark Soane Academy**  
Gunnersbury Lane, London W3 8EA  
☎ +44 (0)20 81615567  
✉ [info@arksoane.org](mailto:info@arksoane.org)  
🌐 [arksoane.org](http://arksoane.org)  
🐦 [@ArkSoaneAcademy](https://twitter.com/ArkSoaneAcademy)