



## **THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE**

Assistant Headteacher –  
Designated Safeguarding Lead





## A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as Assistant Headteacher – Designated Safeguarding Lead.

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,  
Headteacher



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## About The Avon Valley School & Performing Arts College

### VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

### MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

### OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

**Ambition:** We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

**Respect:** We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

**Care:** We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

### ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts



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College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

## SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

## PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

## WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities. All teaching staff have more than 10% PPA time as part of their timetable. Across the school, teaching is creative, ambitious, and evidence-informed, which promotes a place of learning that challenges and supports all students.

We are considerate of the wellbeing of our staff and offer a range of wellbeing and social events throughout the school year. We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

What we offer:

- A competitive salary.
- **Tailored career development** with annual development opportunities.
- **Additional PPA time**, exceeding the 10% normally offered for teaching staff.
- **Flexible working arrangements for all staff**, including biweekly work-from-home option, or a fully paid well-being day.
- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **Employee benefits**, including access for staff and their families to a healthcare scheme, cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.
- **A successful ECT support programme**, fostering professional growth.

We hope you will choose to become part of our community and look forward to welcoming you to AVS.



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## Assistant Headteacher – Designated Safeguarding Lead

**Salary: L12 - 16**

**Hours: Full Time**

**Contract Type: Permanent**

**Job Start: January 2026**

### THE OPPORTUNITY

We are seeking to appoint an inspiring, innovative Assistant Headteacher and Designated Safeguarding Lead (DSL) to join our dedicated Senior Leadership Team. You will be an outstanding classroom teacher with a passion and drive to improve quality of education and opportunities for students across our school.

This is a unique opportunity for an experienced and inspirational leader to make a significant impact on our school. The successful candidate will play a pivotal role in driving our academic standards and fostering a culture of excellence, while holding the crucial responsibility of ensuring the safety and well-being of every child.

### WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Avon Valley School offers a welcoming and collaborative environment where every member of staff is valued. We are committed to providing exceptional professional development opportunities and a supportive culture where you can thrive. You will have the chance to work with a fantastic team of staff and students who are all dedicated to building a safe, happy, and successful school.

### THE ROLE & RESPONSIBILITIES

**As Assistant Headteacher, you will support the Headteacher and Deputy Headteachers in:**

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership.
- The day-to-day management of the school.
- Support the Headteacher and Deputy Headteachers to formulate the aims and objectives of the school.
- Support establishing policies for achieving these aims and objectives.
- Provide high-quality professional support and mentorship to staff.
- Analyse school performance data and implement strategies for continuous improvement.

**As Designated Safeguarding Lead, you will:**

- Be the first point of contact for all safeguarding concerns and allegations.
- Lead the school's safeguarding team and ensure all staff are trained and confident in their duties.
- Manage a complex caseload, working effectively with external agencies and statutory partners.
- Champion a culture of vigilance and care, ensuring safeguarding policies and procedures are rigorously implemented and reviewed.
- Maintain accurate and confidential records.





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## WHAT WE ARE LOOKING FOR

We are seeking a candidate who is:

- A highly effective and experienced leader with a proven track record of school improvement.
- Deeply committed to the principles of safeguarding and promoting the welfare of children.
- A compassionate and resilient individual with excellent communication and interpersonal skills.
- Passionate about fostering a positive learning environment and raising student aspirations.
- Knowledgeable about current educational and safeguarding legislation.
- Qualified to teach and with relevant leadership experience.

## TO APPLY:

If you are excited by this opportunity and want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Please visit our website to find out more about the school: <https://www.avonvalleyschool.uk/>

**Application Deadline: 9am on Thursday 9<sup>th</sup> October 2025**

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

**Interviews:** Scheduled shortly after the closing date.

For further information or if you would like to visit the school, please email:  
[chearne@avonvalleyschool.uk](mailto:chearne@avonvalleyschool.uk) or telephone: **01788 542355**.

## Safeguarding and Compliance

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2024.**
- **We are committed to safeguarding and promoting the welfare of children and young people.**  
This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!



## Job Description

### Assistant Headteacher – Designated Safeguarding Lead

<b>Salary:</b>	L12 - 16
<b>Hours:</b>	Full Time
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Safeguarding
<b>Main purpose:</b>	
<p>The Assistant Headteacher will support the Headteacher and Deputy Headteachers in:</p> <ul style="list-style-type: none"><li>Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership</li><li>The day-to-day management of the school</li><li>Support the Head and Deputy Heads to formulate the aims and objectives of the school</li><li>Support establishing policies for achieving these aims and objectives</li><li>Managing staff and resources to that end</li><li>Monitoring progress towards meeting the school's aims and objectives</li></ul> <p>The Assistant Headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.</p> <p>They may also be required to undertake any of the duties delegated by the Headteacher</p>	
<b>Qualities:</b>	
<p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"><li>Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct</li><li>Build positive and respectful relationships across the school community</li><li>Serve in the best interests of the school's pupils</li><li>Provide high quality leadership which displays all aspects of the Avon Valley School high performing team commitment (see appendix 1)</li></ul>	
<b>Duties and responsibilities</b>	
<b>School culture and behaviour</b>	
<p>Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"><li>Create a culture where pupils experience a positive and enriching school life</li><li>Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life</li><li>Ensure a culture of staff professionalism that provides a calm and purposeful environment where students feel safe</li><li>Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school</li><li>Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy</li><li>Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance</li></ul>	
<b>Teaching, curriculum and assessment</b>	
<p>Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"><li>Establish and sustain high-quality teaching across subjects and phases, based on evidence</li></ul>	



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- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Effectively use assessment data to inform strategy and decisions

## **Additional and special educational needs and disabilities (SEND)**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

## **Organisational management and school improvement**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

## **Staff management and professional development**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own need

## **Governance, accountability and working in partnership**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Provide high quality leadership which displays all aspects of the Avon Valley School high performing team commitment (see appendix 1)





## Generic – Role specific responsibilities: Safeguarding

### Managing referrals

- Support the referral of safeguarding cases in a timely manner to the relevant agencies: e.g., Local Authority children's social care, Channel, Police, Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.

### Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff and a point of contact with the safeguarding partners
- Inform the Headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by sharing information relating to safeguarding to support reasonable adjustments to improve student outcomes.

### Managing the child protection file

- Ensure child protection files are kept up to date and are stored securely in line with Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in-year transfers) ensure that child protection files and information is shared securely with the new school

### Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this

### Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C. Refresh knowledge and skills at regular intervals and at least annually

### Providing support to staff

- Support, advise staff and deliver training to help them feel confident on welfare, safeguarding and child protection matters, including supporting referrals to external safeguarding partners
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them

### Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

### Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified



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- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Review filtering and monitoring provision at least annually

## **Student welfare curriculum**

- Create, implement, and monitor the impact of a robust whole school curriculum that will provide a framework for the safety and welfare of students at AVS. The curriculum will address common and emerging threats that might compromise student safety. For example, areas such as e-safety, mental health, drugs and alcohol, violence, healthy relationships etc. will be addressed comprehensively to ensure that students at AVS have the guidance and knowledge required to keep themselves safe.

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the Headteacher or Deputy Headteacher.

## **Safer Recruitment Statement:**

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).



## Person Specification Assistant Headteacher – Designated Safeguarding Lead

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li><li>• Recognised NPQ qualification (desirable)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a school</li><li>• Teaching experience as a qualified teacher</li><li>• Involvement in school self-evaluation and development planning</li><li>• Demonstrable experience of successful line management and staff development</li><li>• Experience of working in the specific area of responsibility of the post</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li><li>• Understanding of school finances</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li><li>• Data analysis skills, and the ability to use data to identify areas of concern or success and set targets for further improvement</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Provide high quality leadership which displays all aspects of the Avon Valley School high performing team commitment (see appendix 1)</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** September 2025

**Next review date:** September 2026

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Appendix 1

### **Avon Valley School High Performing Team Commitment**

#### **Developing Trust:**

- We will always be mindful of our body language and the impact on others
- We will communicate in a warm and caring manner (tone & level of voice)
- We will show empathy towards others in their roles
- We will communicate when we are struggling so that others can support
- We will share information with the team so we can work together effectively
- We will maintain a professional sense of humour so we laugh often

#### **Mastering conflict:**

- We will bring ideas to the table to engage in constructive debate and avoid being defensive and dismissive of feedback
- We will communicate honestly, but always do this with unconditional positive regard
- We will accept and consider all honest feedback to help improve our plans/ideas
- We will speak in person rather than via email when we disagree
- We will always consider the values of the school when debating ideas, these are what ground us and guide us above all else - what will the impact be on everyone?

#### **Achieving commitment:**

- We will debate ideas early in their development so that everyone gets to contribute
- We will ask for help in developing and implementing our ideas/initiatives
- Once the debate and discussion is over, the decision maker is empowered and we all commit to support the initiative unconditionally. As a team, we fully buy in and drive this forward together
- We will communicate clearly and aim to implement ideas for long lasting fidelity

#### **Embracing accountability:**

- We are accountable as a team, we celebrate success and reflect when things don't work to learn and adapt as a collective, never scapegoating our colleagues
- We will define our success through clear objectives and key results and communicate these regularly with stakeholders
- We will take responsibility within our roles and do everything we can to make the school even better
- We will try to ensure that everyone has what they need to succeed within their roles

#### **Focussing on results:**

- We will regularly review and analyse quantitative and qualitative data to judge the progress towards achieving our objective and key results
- We will regularly complete robust quality assurance processes as a team to gather information to check the fidelity of our school improvement work  
We will further improve staff capacity to deliver results by providing high quality CPD that will develop their technical knowledge and skill, leadership qualities and coaching impact