



Acorn
Education Trust



Assistant Headteacher (DSL)

Kingdown School

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

About Kingdown School

Believe. Aspire. Achieve.

Kingdown School is a co-educational, non-denominational secondary school, educating young people between the ages of 11 and 18 years. Located in the charming garrison town of Warminster, Wiltshire, we have a strong reputation in the local community and beyond, built on an unswerving focus on the quality of teaching and learning and great pastoral care.

Our school has a large and friendly team who are dedicated to helping each and every young person achieve their full potential. In 2022, we retained our 'Good' Ofsted rating and were praised for our strong moral leadership and for the wide range of opportunities that we have on offer to support students with their broader development.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support for our young people, who are always at the heart of our decision making.

Our well-resourced school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall;
- Dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A dedicated sixth form building and suite of rooms;
- A large hall with full AV system and a stage for productions, events and concerts;
- An open-plan library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced provision via our Link and Learning and Welfare Hub, plus a Behaviour Hub.

In a recent survey, 95% of our staff said they enjoyed working at Kingdown and felt well supported here – we value everyone at Kingdown.

Helen Carpenter
Headteacher

For more information, please visit our website: www.kingdown.wilts.sch.uk

Job description

Job title	Assistant Headteacher (DSL)
Reporting to	Headteacher

Main purpose

The Assistant Headteacher (DSL) will:

- Fulfil the professional responsibilities of a member of the Senior Leadership Team, as set out in the School Teachers' Pay and Conditions Document
- Lead a Safeguarding team and take lead responsibility for safeguarding and child protection across the school (including online safety).

Duties and responsibilities

Key Responsibilities

- Take a lead role in ensuring the safety and well-being of children across the school
- Support the headteacher in the strategic leadership of the school to achieve the outcomes that are legally required by government legislation
- Lead on the area of the school improvement plan linked to safeguarding across the school as decided by the headteacher
- Communicate to the headteacher and pastoral team safeguarding issues linked to individuals/families/whole school
- Ensure that the school provides the advice/training/information and support to enable the school community to have the knowledge and understanding of all safeguarding policies and practices and that these are adhered to, including statutory guidance
- Lead whole school training, advise and support other members of staff on child welfare, safeguarding, the KCSIE and child protection matters, and liaise with relevant agencies such as the local authority and police
- Lead DDSLs, including the non-teaching DDSL
- Provide relevant and appropriate training to all stakeholders and keep abreast of contextual issues.
- Work across the schools in the Trust if appropriate and represent the school in Trust safeguarding meetings termly.
- Respond to the school internal online monitoring system 'My Concern' and the pupil comments online reporting system 'The Worry Box' and ensure concerns are answered in a termly and appropriate manner
- Provide advice and support to staff on child well-being, safeguarding and child protection matters
- Train all staff on safeguarding on an annual basis and to provide further training as and when required, including new staff
- Chair a termly safeguarding meeting responding to issues and updating the team
- Lead/contribute in strategy discussions/inter-agency meetings etc. provide relevant information and share information with key people
- Contribute to the assessment of children

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Job description continued

Duties and responsibilities cont.

- Meet with parents/carers to discuss safeguarding concern
- Lead on annual audits of the school's safeguarding procedures, by Wiltshire Council and Acorn Education Trust
- Oversee the school's filtering and monitoring of inappropriate or concerning online content, and respond to these issues in a timely and sensitive manner.
- To work alongside colleagues within the trust to develop and implement strategies/policies
- Ensure all safeguarding practices and procedures are compliant with the OFSTED framework, and represent the school during inspections
- To facilitate reflective supervision for safeguarding and pastoral staff, and offer informal supervision for all staff.
- To write and review risk assessments for students

Child protection online monitoring system (My Concern)

- Ensure all safeguarding records are kept up to date
- Be responsible to ensure that the system is used appropriately and effectively by staff – managing the system to ensure that appropriate levels of confidentiality are maintained.
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Where children leave the school (including in year transfers): Ensure their child protection file is securely transferred to the new school as soon as possible by our admin team, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school

Professional Development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own role
- Take part in the appraisal and professional development of others, as appropriate

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Job description continued

Duties and responsibilities cont.

Communication

- Communicate effectively with pupils, parents/carers/families, staff, Trust colleagues and external agencies

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note: This Job Description may be amended at any time in consultation with the postholder.

Person specification

Criteria	Essential
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS); • Undergraduate degree; • Successful teaching experience; • Safeguarding qualification(s); • Experience as a successful team leader and manager; • Experience within a senior pastoral role (e.g. Head of House or Year).
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum; • Knowledge of effective teaching and learning strategies; • A good understanding of how children learn; • Ability to build effective working relationships with pupils and staff; • Knowledge of guidance and requirements around safeguarding children; • Knowledge of effective safeguarding strategies and best practice; • Ability to foster and maintain good relationships and work effectively with school stakeholders and external agencies; • Solid knowledge and understanding of all safeguarding policies and practices, including statutory guidance; • The ability to advise, train and support members of staff on child welfare, safeguarding, KCSIE and child protection matters; • Experience in using online monitoring system My Concern (advantageous); • Excellent organisational, communication and interpersonal skills.
Personal attributes	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school; • High expectations for children's attainment and progress; • Ability to work under pressure and prioritise effectively; • Commitment to maintaining confidentiality at all times; • Commitment to safeguarding and equality; • A strong moral purpose.

The Assistant Headteacher (DSL) will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to apply

We highly encourage all interested applicants to arrange a tour of our school prior to applying.

To arrange a tour, or if you would like any additional information about this role, please contact the school office via email at info@kingdown.wilts.sch.uk or by phone on 01985 215551.

To apply

Please visit our [TES vacancy page](#) to complete an application form.

Please use the Supporting Statement section to explain why you're right for the job (including any experience, skills or other information which you think makes you suited for the role at Kingdown School. Please keep your statement to no more than two sides of A4.

Shortlisted candidates will be invited for a one-day interview.

Kingdown School, Woodcock Road, Warminster, Wiltshire, BA12 9DR

01985 215551

info@kingdown.wilts.sch.uk

Kingdown School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.