

Downlands Community School
Dale Avenue
HASOCKS
West Sussex
BN6 8LP

11 – 16 Local Authority Maintained Mixed Comprehensive
Number on roll: 1260
Group: Group 7

Required for September 2024

ASSISTANT HEADTEACHER: Safeguarding and Wellbeing - Salary Range L14 (£61,042) to L18 (£67,351)

A rare opportunity is available for a talented teacher with a proven track record of success to become Assistant Headteacher (Safeguarding and Wellbeing) at Downlands.

The school is situated at the foot of the beautiful South Downs and is oversubscribed. It has a reputation for excellent academic results, extra-curricular activities and pastoral care.

Downlands is highly regarded and enjoys a prominent role in the local community.

We are committed to putting diversity, equity and inclusion at the heart of everything we do for everyone in our community. We strive to recruit, retain and advance people of all backgrounds and particularly encourage applications from people who are underrepresented in schools.

The successful candidate should:

- be committed to ensuring the safety and welfare of young people
- be a creative and strategic thinker who ensures that 'learning is at the heart of everything we do'
- be able to improve existing practice in a drive for continual improvement
- be able to develop and inspire a highly committed and talented staff team
- have excellent communication and interpersonal skills and be a real team player
- be committed to developing the school ethos and values and be an enthusiastic advocate for engagement with our community





We look forward to meeting you and receiving your application.

An application pack can be downloaded from our website <http://www.downlands.w-sussex.sch.uk> under "Join Us – Vacancies" or from our Recruitment Officer email: sjohnson@downlands.org or phone 01273 845892

Candidates are encouraged to visit to look around the school and to find out more about this exciting opportunity. Tours will be taking place at the following times:

- 14:00 on Friday 19th April
- 09:00 on Monday 22nd April
- 14:00 on Wednesday 24th April

Following the tour there will be an opportunity to ask questions. Please telephone Caron Anscombe to arrange an appointment on 01273 845892 ext. 208, or email canscombe@downlands.org

Your application should be addressed to myself and emailed to our Recruitment Officer Seraphina Johnson - sjohnson@downlands.org to reach the school no later than **midday on Monday 29th April 2024**.

Shortlisted candidates will be informed by **Friday 3rd May 2024**

Interviews will be held on **Monday 13th May 2024** with a second day on **Tuesday 14th May 2024**.

Downlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS and other safer recruitment checks.



Assistant Headteacher: Safeguarding and Wellbeing

Start Date: 1 September 2024

Job Description

General

- To undertake the duties of an Assistant Headteacher as specified in the current School Teachers' Pay and Conditions document.
- To set high professional standards by personal example.
- To possess the personal pedagogical understanding to inspire learners to achieve outstanding outcomes
- To maintain a high-profile presence and be accessible to and supportive of students, staff, parents and the wider community.
- To undertake key leadership and management tasks as may be required by the Headteacher.
- To serve as a member of the Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
- To undertake an appropriate teaching timetable (eight hours per week).
- To lead a proportion of assemblies.
- To provide strategic leadership, clear direction and effective management for the school as a whole.

Leadership

- Promote and safeguard the welfare of children and young people within the school.
- To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
- To play a full and active part in achieving our vision and School Development Plan.
- To assume responsibility for relevant sections of the School Evaluation Form.
- To establish and develop productive relationships with, parents/carers, governors, other schools and the commercial sector.
- To develop productive links with our local community and to wholeheartedly support community, PTA and extra-curricular events and opportunities.
- To work collaboratively with the governing board and be held to account for strategic targets.
- To ensure Downlands plays an active and influential part in educational and other partnerships, locally, regionally, nationally and internationally.



- To play an important role in the whole school behaviour management system and to model a highly consistent approach to our behaviour policy.
- To be linked to and have oversight of a specified Year group.
- To lead a duty team at agreed times during the week, model expected behaviours and monitor team members in line with school policy.
- To share duties including on call and after school detention duties.
- To share Leadership representation at evening and weekend events.
- To attend and contribute to SLT meetings before school (8.15am every day), after school (Thursdays) and during the school day as requested.
- Provide highly effective staff professional development and whole school INSET where appropriate
- To ensure the school is compliant with relevant national and local legislation and policy requirements
- Improve the quality of middle leadership and support middle leaders in improving the quality of teaching and learning
- Collaborate successfully with key partners including Teaching School Hub and Mid-Sussex Federation schools.

Specific Job Focus: Assistant Headteacher – Safeguarding and Wellbeing

- Designated Safeguarding Lead, Mental Health Lead and Looked After Children Designated Lead
- Act as a source of support, advice and expertise for all staff, inform the headteacher and senior team of safeguarding issues, liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Instil and maintain a culture of record keeping where all relevant information is recorded centrally and that file sharing is managed in line with KCSIE, including leavers records.
- Responsible for the Single Central Record
- 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 accurate information is shared and the child protection policy is reviewed annually.
- Ensure the child protection policy is available publicly and parents/carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this



- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing
- 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
- Undertake Prevent awareness training and implement policy/guidelines.
- Carry out staff training at the start of the school year plus relevant input to staff meetings and staff briefings.
- Lead on staff duties and on-site supervision of students
- Lead on pupil voice at the school to encourage a culture of listening to children and taking account of their wishes and feelings.
- Develop and introduce systems to tackle and monitor sexual harassment, harmful sexual language, homophobic and racist incidents (working with AHT: Behaviour and Inclusion)
- Ensure the statutory aspects of the RSE curriculum is embedded in the school curriculum
- Lead on staff wellbeing, including chairing the staff wellbeing group and ensuring that induction booklets for all new staff are up to date.
- Responsible for the transition process from Primary school to Downlands
- Line manage the Deputy DSL and SENDCO

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job is subject to the current School Teachers Pay and Conditions regulations and the policies established by the governors.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and may be reviewed annually.

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Person Specification – Assistant Headteacher (Safeguarding and Wellbeing)

Qualifications	Essential (E) Desirable (D)	Application (A) or Interview (I)
QTS	E	A
Good Honours Degree	E	A
Recent and relevant CPD	E	A
Higher degree	D	A
Experience		
Track record of success as a secondary school middle/senior leader.	E	A
Experience of successful development and implementation of strategies in a secondary school	E	A/I
Experience of managing change effectively with positive impact on student outcomes	E	A/I
Evidence of successful line management and leadership of teams	E	A/I
Evidence of supporting colleagues with impact	E	A/I
Successful partnership working with organisations outside of the immediate school community e.g. other schools or agencies	E	A/I
Experience of leading CPD in a secondary school	E	A/I
Experience of more than one school	D	A
Enthusiasm for working in partnership with the wider community including the PTA.	D	A/I

Skills, Knowledge and Attributes		
Outstanding classroom practitioner	E	A/I
Strong pedagogical understanding of Teaching and Learning	E	A/I
Emotionally intelligent approach to working with students, parents, colleagues and the community	E	A/I
Excellent interpersonal and communication skills	E	I
The use of evidence and research in formulating school policy is embedded in all areas of practice.	E	A/I
Excellent written and verbal communication skills	E	A/I
Knowledge and understanding of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people and be committed to safeguarding and promoting their welfare.	E	A/I
Personal Qualities		
Tenacity, resilience, curiosity, courage, righteous indignation.	E	I
Ability to think strategically and translate vision into reality	E	A/I
Commitment to own personal and professional development	E	A/I
Positive attitude towards young people	E	A/I





DOWNLANDS SCHOOL - GENERAL INFORMATION FOR APPLICANTS

Downlands Community School is a thriving, 11-16, mixed, Local Authority, comprehensive school, set in a beautiful location at the foot of the South Downs, only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds.

Downlands is a very inclusive school and we are proud of the pastoral support and guidance we are able to offer our young people.

This opportunity arises due to the retirement of Graham Odlin, our current DSL. He is ably supported by our full time Deputy DSL, Tracy Goodman and our team of committed pastoral colleagues.

Applications

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the school website.

Applications should be addressed to Mr M Wignall – Headteacher and emailed to the Recruitment Officer: sjohnson@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent

The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website.

The start date is **1st September 2024**

The closing date for applications is midday on **Monday 29th April 2024** though we reserve the right to bring this date forward if there are sufficient applications. Interviews to be held later that week.





All questions about the post and the application, selection and appointment process should be directed to our Recruitment Officer, Seraphina Johnson. Email: sjohnson@downlands.org

For contextual information on Downlands Community School from the Department for Education please see:

<https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/126087>

Our school video https://youtu.be/EVkiQZJXS_A

School website <https://www.downlands.w-sussex.sch.uk/>

Please see our prospectus here <https://www.downlands.w-sussex.sch.uk/about-us/prospectus/>

Mid-Sussex Federation <https://www.downlands.w-sussex.sch.uk/about-us/mid-sussex-federation-of-schools/>

Thank you for your interest in the post.

