



The John Warner School • Stanstead Road • Hoddesdon • Hertfordshire • EN11 0QF
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Website: www.johnwarner.herts.sch.uk • Headteacher: Jeremy M. Scott

Welcome

Thank you for your interest in the post of Assistant Headteacher: Safeguarding at The John Warner School.

At The John Warner School we are proud to belong to a school that has provided a first-rate education to young people in Hoddesdon since John Warner built a school for children of all classes and religious beliefs in 1841.

At The John Warner School we **ignite** a lifelong passion for learning, to **discover** and develop potential, allowing all to **flourish** in an ever-changing world.

Our continuous pursuit of school improvement is driven by our core values:

- **Aspiration.** We aim high in all we do, prepare to succeed in school and in life and aim to create memories and futures together.
- **Creativity.** We believe that we are creative, love learning and thinking deeply and acknowledge the importance of education for education's sake.
- **Participation.** We learn from each other to make a positive impact on our school, family and world, broaden our skills beyond the classroom and promote community links through charitable works.
- **Respect.** We create a mutually respectful atmosphere, we respect ourselves, others and our surroundings and we form positive relationships in an environment that is free from prejudice, bullying and harassment.
- **Endeavour.** We believe hard work leads to success, strive to achieve our targets, goals and ambitions and develop resilience to thrive in an ever-changing world.

The school benefits from some outstanding facilities that cover the extensive curriculum that we offer. Recent buildings for science, mathematics, English, humanities, languages, business, art and technology sit alongside our state-of-the-art sports centre and refurbished buildings allowing us to offer a modern and integrated campus to support the work of the staff and learning of the students.

Thank you for considering The John Warner School.

Jeremy Scott
Headteacher





Working at The John Warner School

The John Warner School is a great place to work and comes with many benefits, including:

- ☐ Sports Centre membership
- ☐ Employee Assistance Programme
- ☐ Pension Scheme
- ☐ London Fringe Allowance
- ☐ Free parking
- ☐ Wellbeing Committee
- ☐ Extensive staff facilities
- ☐ Wider Trust opportunities
- ☐ Access to free wi-fi
- ☐ Cycle to work scheme
- ☐ Staff social events

Onboarding Process

The successful candidate will be given a full induction to The John Warner School, including:

Initial Induction

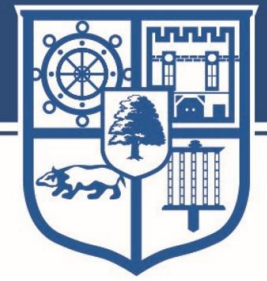
The period between the job offer and your start date is very important. We will seek opportunities for you to visit the school and to maintain frequent communication with the department/faculty you will be joining.

Start

We will provide you with a plan for your first day/days which will include meeting the headteacher and safeguarding induction.

Ongoing Induction

The induction period will continue with both general and specific engagement relating to your role and dependant on your experience.



Job Details

Assistant Headteacher: Safeguarding

We are seeking to appoint an enthusiastic and inspiring Assistant Headteacher: Safeguarding to join our Senior Leadership Team. The successful candidate will be joining at a crucial time in the school's development and we welcome applications from colleagues who wish to use their skills and experience to influence positive outcomes for the pupils of our school.

Start date: January 2023

Post: Full-time, permanent position

Salary: L12-15

Closing date for applications: Friday, 14th October 2022

Interviews: Week commencing 17th October 2022

Applications: A letter of application to the Headteacher with reference to the person specification should be submitted by post or email to Mrs Maria Georgiou, PA to the Headteacher (mag@johnwarner.herts.sch.uk)



The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. Applicants must be willing to undergo an Enhanced DBS disclosure and approved references will be required for the post.



Person Specification

Assistant Headteacher

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good honours degree in a related subject • Qualified Teacher Status (QTS) • PGCE or equivalent • Professional development relevant to the role 	<ul style="list-style-type: none"> • Post-graduate qualification/s relevant to the role
Knowledge and experience	<ul style="list-style-type: none"> • Enthusiasm and a passion for teaching • Experience of leading a faculty or significant area of the school • Excellent classroom practitioner who sets appropriate challenge • Experience of successfully implementing strategies for raising achievement • Experience of teaching across all key stages • Experience of working with others to develop teaching • Understanding and experience of using effective assessment techniques including the setting of appropriate targets and providing feedback to pupils 	<ul style="list-style-type: none"> • Evidence of research carried out to inform practice • Examiner • Ability to teach second subject
Skills and attributes	<ul style="list-style-type: none"> • Strong communication skills, both written and oral • Organisational skills • ICT skills as applicable to role • Effective time management • Ability to develop positive relationships with staff, students, parents and the wider community • Reflective practitioner 	<ul style="list-style-type: none"> • Commitment to extra-curricular aspects of the school community
Personal qualities	<ul style="list-style-type: none"> • Committed to safeguarding • Collaborative • Ambitious • Enthusiastic • Positive attitude and mindset • Creative • Good sense of humour • Ability to work under pressure 	



Job Description

Assistant Headteacher: Safeguarding

Job Purpose

The assistant headteacher will support the headteacher and deputy headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership;
- The day-to-day management of the school;
- Formulating the aims and objectives of the school;
- Establishing policies for achieving these aims and objectives;
- Managing staff and resources to that end;
- Monitoring progress towards the achievement of the school's aims and objectives.

The assistant headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.

Qualities

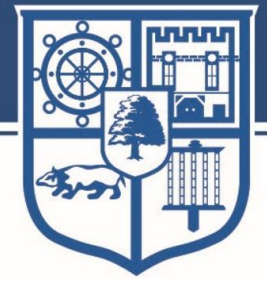
The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
- Build positive and respectful relationships across the school community;
- Serve in the best interests of the school's pupils.

Principal Accountabilities

Safeguarding

- Take lead responsibility for safeguarding and child protection within the school
 - Keep up-to-date records and follow up all safeguarding incidents reported
 - Make referrals to outside authorities or support staff making referrals
 - Child protection concerns to local authority children's social care
 - Radicalisation concerns to the Channel programme
 - Cases to Disclosure and Barring Service or police as required
 - Ensure all students on Child Protection, Child in Need or FFA are monitored and attend all external meetings with professionals
 - Prepare all S17 and S47 and conference reports for those referred to local authority
 - Work with other local DSLs to ensure our shared families are supported and attend regular meetings
 - Liaise with the Headteacher, local authority officers and other agencies in relation to child protection and safeguarding issues
 - Liaise with staff (especially pastoral support staff, student services, IT Technicians and SENCO) on matters of safety and safeguarding including online and digital safety
 - Liaise with Designated Teacher for looked-after and previously looked-after children to ensure safeguarding concerns are quickly and effectively responded to
 - Ensure that all new student and leaver CP records are transferred in a timely manner



- Ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.
 - Monitor all CPOMS records and adapt CPOMS to make more use of it as a school system
 - Report to safeguarding governor on a termly basis and present to LGB as required
 - Lead safeguarding conversations with Ofsted
 - Have an up-to-date knowledge of services/agencies in order that students/families are referred appropriately
 - Co-ordinate surveys of students when appropriate
- Act as a source of support, advice and expertise for staff and governors for child protection and safeguarding
 - Lead a team of Deputy Designated Safeguarding Leads (DSLs)
 - Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements
 - Ensure all new members of staff have timely safeguarding inductions
 - Ensure all members of staff receive level 1 training every 3 years
 - Ensure all DSLs have regular update training
 - Attend DSL termly update meetings
 - Keep up to date with all safeguarding legislation
 - Have regular meetings with the safeguarding lead governor
 - Take responsibility for reporting to the governing body

Other duties

- Support pastoral team when required
- Engage with full SLT responsibilities (see below) and attend events as required
- Contribute to the development and review of whole school policies and procedures
- Any other duties as may be directed from time to time, under delegated authority, by authorised staff, to meet the needs of the business.

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.

NB. This post is subject to satisfactory enhanced level verification by the Disclosure and Barring Service.