



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## *Deputy Head – Safeguarding, Inclusion and Wellbeing*



If you would like any further information on the role, please contact Sharon Bailey, HR on [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) or T: 01452 530291.

**The closing date for applications: Noon, Tuesday 28th March '23**

**Key Dates: Thursday 27th April '23 (Assessment Day) & Friday 28th April '23 (Interview Day)**

*The Crypt School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff to share this commitment.*

*The successful candidate will be required to undergo an enhanced DBS check.*



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## *Message from the Headmaster – Mr. Nicholas Dyer*



I am delighted that you are considering applying for this important role here at The Crypt School. I hope that you find this information helpful and we look forward to receiving your application.

The position of Deputy Headteacher - Safeguarding, Inclusion and Wellbeing - is a key position in the life of our school. The successful individual will need to be a highly visible leader to all members of our school community and capable of building strong relationships with all our school stakeholders - staff, students, Governors and parents alike. We are looking for an ambitious and capable individual to develop and lead the pastoral vision and ethos of our outstanding school community.

Founded in 1539 and set in nearly 30 acres of grounds, The Crypt School's vision is derived from its Latin motto, "Floreat Schola Cryptiensis": floreat means "to flourish" and at The Crypt we wish all our students, as well as our staff, to flourish in all that they do. In order to achieve that vision, we strive to create the best possible environment and culture within which our students can learn, develop essential key skills and personal attributes, make friends and enjoy their school lives; equally, we wish for our staff to flourish in their work at school, and always strive to place their welfare at the centre of our work and planning. The School has grown significantly over the last five years, especially since the admission of girls into the main school in September 2018. Today, The Crypt School is Gloucester's only co-educational selective school with a student roll of over 1100. The student body is a diverse, caring and enthusiastic one and our staff are a highly professional, caring and generous group of people who commit themselves fully to the academic, pastoral and extra-curricular life of the School. The School is a vibrant place to both learn within and to work at; it is a place where learning is valued for its own sake, within an environment of strong pastoral care. At the centre of our school life, is a powerful sense of community, where students are supported and encouraged to learn and engage with each other. Confident, friendly and respectful, the high quality of our student's personal development is remarkable and is one of the greatest strengths of the School.

The School has benefited from significant capital investment over recent years which has enhanced the learning environment for both students and staff alike. Recent projects have included the building of two new teaching blocks and a sports pavilion; the refurbishment of the sports hall, the creation of an outdoor netball and tennis area and giving enhanced facilities to our growing sixth form, which now numbers over 330 students. Later this year, and thanks to a recent Wolfson Fund grant, two science laboratories will be completely refurbished.

Staff work hard and give generously of their time to the life and wellbeing of the School. Time and money is invested in their professional development, and each member of the teaching staff is equipped with a laptop and Ipad; other benefits also enhance the working experience of colleagues at the School.



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

The Crypt School is located just outside of the City of Gloucester in the West of England. Gloucester is known for its 11<sup>th</sup> century Cathedral and close; for Blackfriars, which is a stunning example of a 13th century medieval priory site; the British Waterways Museum, which celebrates the city's industrial past, and now the vibrant Gloucester Quays, which has a selection of shops and restaurants. Gloucester is a vibrant and growing city, and the School is conveniently located close to the City, and close to good road and rail links to Cheltenham and the surrounding region, including Bristol for example.

We recognise the time and thought that goes into an application and we will certainly give yours our serious consideration. If you have any further questions prior to sending in an application, please contact Sharon Bailey via [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) who will be able to assist you. Visits to the School prior to an application are always encouraged and for this post we have set aside the **Tuesday 21st and Thursday 23rd March '23** for those who wish to do so.

With best wishes

Nicholas Dyer



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## The Appointment

The person appointed will give strategic direction to the pastoral life of the School, with a focus on the student experience of school life. They will lead on all matters related to student safeguarding, inclusion, as well as the general well being of each student, including leading on student behaviour and attitudes. They will be responsible for ensuring that there is a strong culture of safeguarding across the whole school which permeates and informs the work of all members of staff, volunteers, Governors, as well as visitors to the School. They will be the School's principal DSL and, in that role, be the main point of contact in dealing with any external agencies related to student welfare issues – such as the LA Safeguarding team. They will work to ensure that all students, including those with special education needs, are fully included in the rich and diverse life of the School and that student wellbeing is at the very heart of the School's culture and of each student's lived experience of school life. They will lead the work of the School's heads of year and tutor teams to ensure outstanding levels of behaviour and standards of uniform exist across the whole school, as well lead the work of the School to promote a positive, inclusive and tolerant school culture, based on the five key values of Crypt School life. They will manage the work of the School's small but highly effective SEND team, the School SENDco, the Associate member of SLT (Inclusion), the pastoral support workers for Key Stage 3 and 4, and the work of the School Admissions Officer, being ultimately responsible for the School's attendance target. They will also work closely with the Deputy Head - Post 16 Education and Student Personal Development - who leads on all matters related to the sixth form, in particular with regards to safeguarding and student welfare issues in that part of the School. They will provide evaluation of behavioural incidents, and attendance figures to the SLT and the Governor's Student Welfare Committee on a regular basis and take any actions that are agreed. The post holder will ensure that the School's policies related to the pastoral life of the School are appropriate to the aims and vision of the School and are rigorously implemented.

This appointment is not subject to any particular teaching subject; however, each member of the School's Senior Leadership Team does teach a specified number of lessons, depending on the exact nature of their leadership role. This role currently carries a teaching commitment of 15 lessons out of 50 across a two-week timetable, however this is reviewed annually

## The Senior Leadership Team

The person appointed will be a key member of the School's Senior Leadership Team which currently comprises: the Headmaster; the Senior Deputy Headmaster; three Deputy Headteachers - Academic, Pastoral and the Director of Post-16 Education and of Student Personal Development - and one Assistant Headteacher. The work of the senior team is supported by three associate members of SLT who work closely with an SLT colleague in three areas: Teaching and Learning, Inclusion and Student Personal Development. The structure of the School's SLT is currently under review. The new Deputy Headteacher will replace the current Pastoral Deputy who is moving to a new role outside the School.



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## Job Description

### Deputy Head – Safeguarding, Inclusion and Wellbeing

<b>Name</b>	
<b>Post</b>	Deputy Headteacher: Safeguarding, Inclusion and Wellbeing
<b>Scale</b>	Leadership scale 15-19
<b>Relationships</b>	The post holder is responsible to the Headmaster, but will work closely with other members of the School's SLT.
<b>Purpose</b>	<p><i>The Deputy Head (Safeguarding, Inclusion and Wellbeing) will:</i></p> <ul style="list-style-type: none"><li>● lead the pastoral life of the School, with a strong focus on the student experience;</li><li>● ensure each student feels safe, included and happy whilst at school to ensure that they can 'flourish' in both their school and personal lives;</li><li>● draw up a clear vision for the pastoral life of the School and lead on the implementation of this vision across the whole school;</li><li>● ensure that the School's pastoral structures and behaviour policy enable all students to flourish in their school lives;</li><li>● ensure the effectiveness and appropriateness of the School's pastoral and other relevant policies;</li><li>● bring about the further development of The Crypt School, in accordance with the School Improvement and Development Plan and the ethos and high aspirations of this outstanding co-educational academic grammar School</li><li>● create a culture of safeguarding in School and within that promote and develop the School's response to the Prevent strategy;</li></ul>

#### Duties and responsibilities:

*Working with the Senior Deputy Headmaster, The Deputy Head (Safeguarding, Inclusion and Wellbeing) will:*

- ensure there is a strong culture of safeguarding throughout the school and, as the School's principal DSL, deal with safeguarding issues as they arise;
- contribute to the annual School Improvement and CLPD plans;
- ensure that school policies related to safeguarding and the pastoral systems are relevant and up to date and clearly understood; ensure that school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success;



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

- lead on strategies for addressing issues associated with attendance, absence and persistent absence; behaviour management and uniform
- undertake self-evaluation of the pastoral system in order to contribute to School systems of monitoring, evaluation and review;
- ensure that communication of the School's pastoral ethos and values are clearly disseminated through assemblies, tutor time, all school literature and the website;
- contribute to SLT duties as required.

*Working with the School Finance Director, the Deputy Head (Safeguarding, Inclusion and Wellbeing) will:*

- provide a clear budgeted action plan for the expenditure of Pupil Premium money and other monies allocated to support the work of the pastoral, SEN and inclusion teams

*Working with the Deputy Head, Post 16 Education and Student Personal Development, to:*

- ensure the personal development, assembly and tutor programmes help support the delivery of the key Crypt values, of positive student wellbeing and inclusion;
- support the work of the sixth form team in dealing with student welfare and safeguarding issues.

*Lead the work of the School's Heads of Year and tutor teams to:*

- ensure Heads of Year have oversight of student welfare, and the quality of pastoral care and the quality of the tutorial and enrichment opportunities available in each part of the School;
- ensure high standards of student behaviour and uniform and of the promotion of a positive, inclusive and tolerant school culture;
- promote among both students and staff the key Crypt values of respect, resilience, responsibility, tolerance and perseverance

*Working with the Associate Member of SLT for Inclusion:*

- ensure that students in receipt of the Pupil Premium and other disadvantaged students are well supported and make good progress in relation to their targets;
- produce an annual Pupil Premium Action Plan in liaison with Heads of Year and Heads of Department, to ensure that plan is implemented and kept under review; and that an audit is carried out annually of the expenditure and success of the plan;
- promote a culture of tolerance and inclusion across the School





# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## *Lead and manage*

*the work of the School's Attendance Officer* to ensure high level of attendance and punctuality in Key Stage 3 and 4

*Lead and manage the work of the Key Stage 3 and 4 Pastoral Support Workers* to ensure that student pastoral concerns and issues are managed in a sensitive and appropriate manner so as to ensure the swift return of those students to their classes

*Lead and manage the work of the School's SENCo so as to oversee* the quality of the support provided for children who have statements, or who require TA support and ensure regular reviews are carried out. To ensure examination access arrangements are in place for both internal and in particular for any public examinations.

## **Other:**

Any reasonable duties that are requested by the Headmaster. This job description is subject to annual review by the Headmaster in liaison with the postholder.

The School operates a staff performance management system, with pay increments dependent on successful reviews.

Please also refer to the document - Working at The Crypt School

<https://www.cryptschool.org/welcome/working-at-the-crypt-school> - to see what benefits are available to all staff.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure. The Crypt School values the diversity of our workforce and welcomes applications from all sectors of the community.

Pre-application tours of the School are encouraged and these will be held on the following dates: **Tuesday 21st March '23 & Thursday 23rd March '23**. Please contact Sharon Bailey [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) to book a convenient date/time.

Please read our **Safeguarding Policy** and **Recruitment, Selection and Disclosure Policy and Procedure** which can be found on our school website by clicking on the link below.

<https://www.cryptschool.org/welcome/policies-forms>

**The Crypt School**

March 2023