



Loyauté m'oblige

ST CLEMENT DANES SCHOOL

Appointment Brief for Deputy Headteacher:
Pastoral and Designated Safeguarding Lead

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





ST CLEMENT DANES SCHOOL

Dear Applicant

Thank you for showing an interest in the post of Deputy Headteacher starting in April 2022.

This is an extremely exciting time to join St Clement Danes School and the wider Danes Educational Trust family of schools. St Clement Danes has reached the end of a 6-year £9 million expansion programme including new Art, Maths, Science, Technology, LRC, PE and Sports facilities as well as significant investment in pastoral provision. This expansion, allied with the beautiful setting in 47 acres in the Chilterns, an area of outstanding natural beauty, ensures both students and staff experience a first class learning environment.

We are part of the Danes Educational Trust, more information about the Trust can be found [here](#).

The Danes Educational Trust currently comprises of 9 schools, 5 of which provide Secondary education; St Clement Danes, Croxley Danes, Chancellor's, Onslow St Audrey's and Elstree Screen Arts Academy. The remaining 4 schools provide Primary education; De Havilland, Ascot Road, Lanchester and Jupiter. The previous post holder has been promoted within the Trust to Director of Primary Education and Safeguarding and Inclusion across the Trust.

If appointed, you will benefit from teaching within an established Outstanding school, whilst also benefitting from the opportunities of being part of a growing and forward thinking collaborative multi academy trust, making the difference for thousands of students across Hertfordshire.

St Clement Danes is a wonderful blend of tradition and adaptation. We are relentless in the pursuit of excellence in everything we do for students, staff and the wider community. Our key drivers that underpin our vision at St Clement Danes are success for all, character development for all and dignity for all.

St Clement Danes believes diversity makes our school stronger which is why we are a proud equal opportunities employer and encourage all of our staff to bring their authentic selves to work. We believe in fairness in the workplace and we encourage applications from people who identify as Black, Asian and from a Minority Ethnic background, who are underrepresented at the school.

We celebrate diversity so that different cultures can thrive, adding to the richness and experience of our community.

We are looking to recruit a Deputy Headteacher with responsibility for Pastoral provision and Safeguarding at the school. We look for talented and committed people and work hard to keep them, helping them to reach their full potential. In return, we offer an exceptional CPDL programme within the Trust and the opportunity to share best practice within and beyond St Clement Danes and the Trust through our leadership of the St Clement Danes Challenge Partners Hub.

You should possess excellent leadership skills, be hard working, flexible and professional. You should have the highest expectations of students, colleagues and yourself, displaying an energy and enthusiasm which will contribute to the school's overall success. A willingness to participate in all areas of school life is essential.

I want St Clement Danes School to continue as a World Class School and as a central part of the local community. If you share our commitment to the development of every child's intelligence and character, we want to hear from you.

Yours sincerely

MR T SUTHERLAND
Headteacher





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onlsow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Lanchester Primary School, Jupiter Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all

Job Title: Deputy Headteacher, Pastoral & Designated Safeguarding Lead

Line Manager: Headteacher

Pay Range; L19 – L23

Work Pattern: Full time

Start Date: Easter 2022



Core Purpose

Lead responsibility for safeguarding and child protection at school. This role will be performed by a member of the Senior Leadership Team and will be included as a main focus of their key tasks and responsibilities.

Main Duties and Responsibilities

General Duties as Deputy Headteacher

- To deputise for the Headteacher in his absence.
- To support and promote the ethos and aims of the school.
- To share responsibility for the daily running of the school.
- To share responsibility for the school's strategic planning and sustained improvement.
- To monitor and evaluate aspects of the school's provision as part of an ongoing improvement programme and to have oversight of particular pastoral and administrative areas.
- To share responsibility for the recruitment of staff.
- To share responsibility for the line management and appraisal of staff.
- To take responsibility for a number of major school events and activities.
- To take responsibility for developing and operating particular school policies.
- To attend and act as a professional adviser to Governors' meetings.
- To assist with and lead assemblies and public events.
- To undertake any duties the Headteacher may reasonably require.

Duties as Designated Safeguarding Lead

- Take lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff and NQTs with the aim to strengthen their safeguarding skills and experience.
- Identify students who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a student.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.

Job Description





- Keep detailed, accurate and secure records of concerns and referrals using online management system CPOMS
- Be alert to, and understand, the specific needs of vulnerable students.
- Encourage a culture of listening to students and taking into account their wishes and feelings.
- Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
- Collaborate and effectively implement child protection plans.
- Monitor students at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Lead a team who will review and monitoring any cause of concern relating to the welfare of students.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.
- Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.

Multi-Agency Work

- Have a working knowledge of local plans for the transition to the new multi-agency arrangements led by the three safeguarding partners (the LA and a clinical commissioning group and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Refer cases of suspected abuse to the LA and children's social care services (CSCS), and to the police where appropriate.
- Where radicalisation is a concern, refer cases to the Channel programme.
- Support staff members who make referrals to external agencies.
- Notify the DBS of staff who have been dismissed or have left due to posing risk or harm to a child.
- Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Contribute to inter-agency plans to provide additional support to students subject to child protection plans.
- Attend and contribute effectively to 'Child in Need' meetings and child protection conferences, including those taking place out of normal working hours.
- Ensure that the actions resulting from meetings are carried out in a coordinated way.
- Work closely with the school board to create effective safeguarding policies and protocols.
- Maintain up-to-date contact details of previously-LACs' LA personal advisors, liaising with them as appropriate.
- Be aware of the contact details and referral routes of the Local Housing Authority, raising concerns with them or CSCS where a child is being harmed, is at risk of harm or the homelessness may not be family-based

Job Description continued





Training

- Undertake appropriate training and updates on an annual basis; this should include the additional risks that students with SEND face online, and the associated support measures.
- Attend comprehensive safeguarding and child protection training at least every two years.
- Ensure staff members have access to and understand the Trust Safeguarding & Welfare Policy and the school Child Protection Training Policy
- Provide advice and support to staff members regarding child protection issues such as radicalisation.
- Keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.
- Ensure staff members are aware of the training opportunities that are available to them.
- As part of all staff members' inductions, conduct safeguarding training that includes the following systems:
 - o The Child Protection Training Policy
 - o The Behaviour Policy
 - o The Staff Code of Conduct
 - o The Children Missing Education Policy (Part of Safeguarding & Welfare Policy)
 - o Details about their role, including theirs, and any deputy DSLs', identities and contact details
 - o Provide safeguarding and child protection guidance to deputy DSLs, where appropriate.

Raising Awareness

- Act as the primary source of safeguarding-related support, advice and expertise within the school, including where staff have concerns about FGM.
- Ensure the school's safeguarding and child protection policies are available publicly.
- Liaise with the Trust Safeguarding Lead to review the Safeguarding & Welfare Policy and Child Protection Training policy and present it to the school board for approval.
- Continuously keep the headteacher informed of any safeguarding issues or ongoing enquiries.
- Ensure the school board is kept up-to-date on a regular basis regarding all child protection issues and investigations.
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.
- Represent the school at external DSL team meetings and circulate the information to staff members.
- Ensure staff members receive frequent updates and are able to identify any safeguarding concerns.
- Encourage staff members to challenge behaviour that breaches the Staff Code of Conduct.
- Provide written reports to the school board and headteacher in a timely manner.
- Collaborate with the Personal Development coordinator to ensure that relevant safeguarding issues are covered within PSHE lessons.



Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Headteacher.

Contacts

The post holder will work with the governor responsible for Safeguarding, the Deputy Designated Safeguarding lead, other trained DSL staff, students, parents and external agencies.



We are looking for ...

Knowledge, Experience and Training

- Graduate and qualified teacher
- Evidence of having undertaken continuous professional development and learning
- Experience at Senior Leadership level
- Experience of leading significant school improvement
- Understanding of current educational issues
- Understanding of how data can be used to drive up standards through intelligent intervention programmes
- Experience of teaching at all levels 11-18
- Experience of contributing to whole-school continuous profession development and learning
- Passion for education in its widest sense
- Drive, sense of purpose, commitment and perseverance
- Highly developed emotional intelligence
- Excellent interpersonal and persuasive skills
- Flexibility and sensitivity to the needs of individuals
- Excellent communication and presentation skills, both oral and written
- Enthusiasm, common sense and good humour
- Willingness to reflect on and evaluate performance within the context of a team
- Outstanding classroom practitioner who inspires and is respected by students
- High levels of resilience
- Confidence to lead a high-performing staff
- Clear vision for raising standards
- Ability to lead, inspire and motivate others
- Ability to lead by example, take responsibility and to be accountable
- Ability to hold people to account effectively
- Ability to develop others through effective coaching and mentoring
- Proven solution-provider
- Intellectual curiosity
- **A natural aptitude to model the Trust's core behaviours – ‘We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together’.**

Person Specification





St Clement Danes School

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. It has been led by Toby Sutherland since January 2018, when the previous Headteacher, Dr Josephine Valentine OBE, became CEO of the Danes Educational Trust. With over 1000 applicants for 240 places annually, it is a popular local choice. It is partially selective, allocating 10% of places based on musical aptitude and 10% on the basis of an academic test coordinated through a local consortium of schools. This allows some students to gain places who do not live in the immediate vicinity of the school; however, the majority of students live in close proximity. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. Since then, it has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding' and currently only held by a small number of schools nationwide. In 2016, it was one of the very first schools to be awarded Platinum Science Mark in recognition of its excellence in science teaching. It has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand.

The school regularly appears in lists of the top comprehensive schools in the country. In 2019, 70% achieved grade 5 or above in English and Maths. In particular, it prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. It is far from being complacent about its success; instead, it is a reflective, innovative, outward looking school which embraces change. There is plenty of scope for the successful candidates to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding' and maintains its outcomes in an ever changing educational landscape is a challenge which excites all members staff.



St Clement Danes is at the centre of system leadership in the region and nationally. It was designated a National Teaching School by the National College for Teaching and Leadership in 2013. Part of its work has been in supporting local schools to improve following poor Ofsted inspections. All schools which it has supported, in both secondary and primary phases, have improved either their Ofsted grading or pupil outcomes or, in most cases, both. It is the founding school of the Danes Educational Trust. This prestigious role puts the school in the front line of developments in teaching and learning and facilitates a close working relationship with the Department for Education. It also ensures that staff have access to superb training opportunities to enable them to develop as practitioners, whatever their field.

St Clement Danes is also the lead school of the Hertfordshire Challenge Partners hub. This is a national organisation at the cutting edge of school improvement which builds long term capacity by organising constructive collaboration and peer to peer evaluation. Meaningful research and development is made possible by the pooling of expertise and resources across schools. Activities range from supporting local school improvement to influencing the national education agenda. The school also leads the Science Learning Partnership and Computer Hub across a wide area of London and the South East. Accessing national resources, the partnership promotes professional development for staff to generate high quality science teaching in all phases of education.

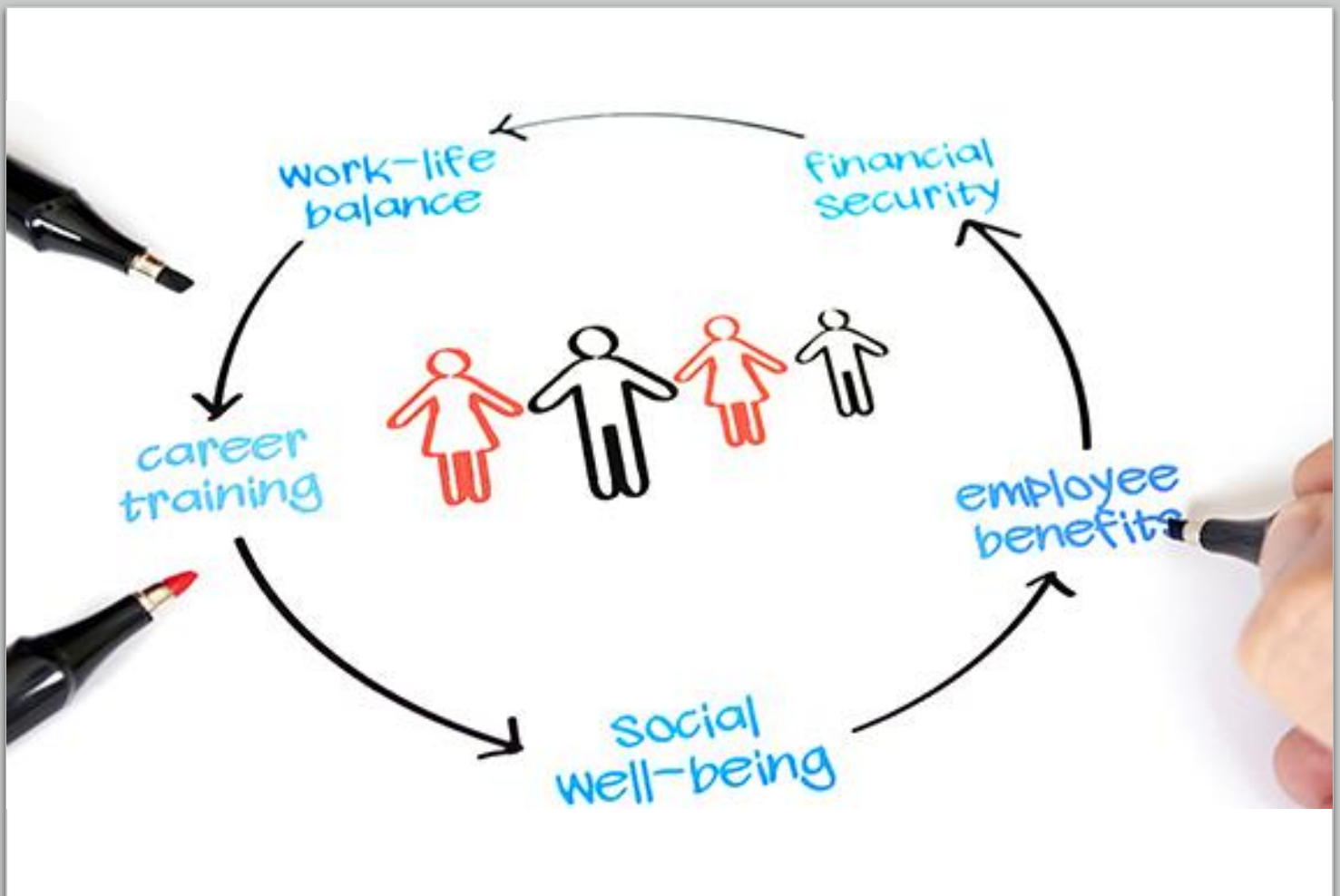
The school's student body is drawn, in the main, from local families, largely from Chorleywood itself and neighbouring villages. All visitors comment on the pride students take in their school, the care they show for one another and for those outside their community through extensive and successful fundraising. Drawing from a relatively affluent area, the numbers on Free School Meals are low (5%). Our school population is ethnically diverse and 8% of students have English as an additional language. 15% of students receive SEND support and 1% have an EHCP or Statement.

School Summary continued



We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities
- We run a strong and robust induction programme for Early Career Teachers (ECTs). We have a vast experience of working with ECTs and we see ECT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



Benefits



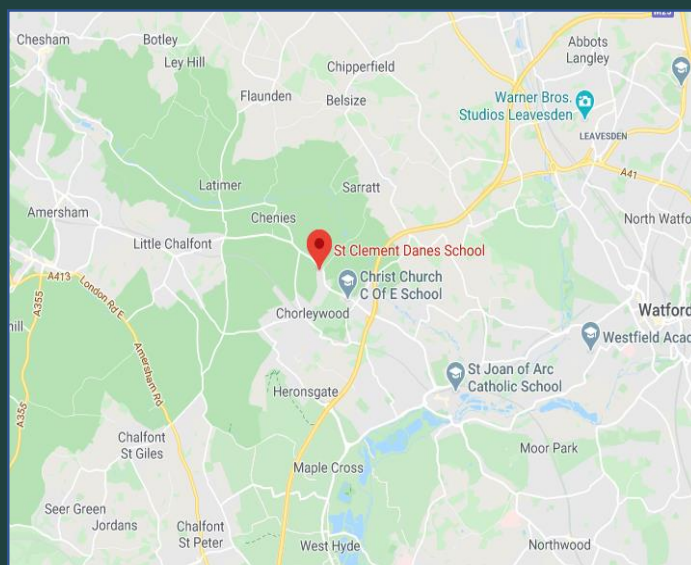


ST CLEMENT DANES SCHOOL

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