



HENLEY BANK HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHED
LEARNING

Henley Bank High School
Mill Lane
Brockworth
Gloucester
GL3 4QF



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Dear candidate

Thank you for your interest in the role of Designated Deputy Safeguarding Lead at Henley Bank High School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Henley Bank High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Jo Howells, jhowells@henleybankhighschool.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

ABOUT OUR SCHOOL

We are a successful secondary school based in Brockworth, extremely close to junction 11a of the M5. The school has consistently been achieving excellent academic results over the past few years with the GCSE results of 2023 being in the top 1% of results in the country, as well as the highest results for any non-selective school in Gloucestershire. We opened our Sixth Form in September 2024 and are really excited to see what the next stage in the school's journey will be. A crucial element of the school's vision is ensuring that we are preparing our young people for the world of tomorrow. This role plays an essential part in achieving this.

At Henley Bank High School, our aspiration is for all our staff and students to leave our school with practical wisdom gained through the teaching of intellectual, moral, civic and performance virtues. We build character implicitly, through our world class curriculum, teaching and learning in the classroom and explicitly through our Legacy Programme and Pastoral Systems. We aim to guide our students in becoming well rounded citizens of the future who can lead with honesty, integrity and resilience. The importance we place on this has been recognised through the school being awarded the Character Kitemark and Character Kitemark Plus accreditation. Our Legacy programme and values of **Ambition, Creativity, Confidence, Determination** and **Respect** are the foundations of our Character Education programme.

All students have an entitlement to a broad, balanced and relevant curriculum. We believe that all students with additional needs should be taught wherever possible, with their peers in mainstream classes by subject specialists who use a range of teaching methods and strategies to develop students' knowledge, skills and understanding. Henley Bank High School was the winner of the NASEN Award for Secondary Provision which demonstrates the value that we place on our support provided within the classroom across all subjects within the school.

TERMS AND CONDITIONS



CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale Grade G, points 8-20, £25,992.00 - £31,586.00 per annum FTE (£25,148.58 -£30,690.09 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the posthold.

HOURS OF WORK

- 36.00 hours per week - Monday to Thursday 8.15am - 4.00pm and Friday 8.15am - 15.45pm (with a 30-minute unpaid lunch break), plus Inset Days, plus 5 weeks holiday working

PLACE OF WORK

- Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

- New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

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|-------------------------|---|
| Post: | Designated Deputy Safeguarding Lead |
| Responsible to: | Assistant Headteacher |
| Responsible for: | To support the safety, wellbeing and inclusion of all students so that they can be successful at school and beyond. |

ROLE OVERVIEW

The Designated Deputy Safeguarding Lead will support the safety, wellbeing and inclusion of all students within the school to ensure that they can attend lessons and thrive at school.

The successful candidate will:

- Work with colleagues, Trustees and parents/carers, in partnership, sustaining and improving the quality of education
- To ensure the school safeguarding systems are rigorous, robust, easy to use and impactful
- To follow up on each safeguarding concern that has been raised by staff
- To work closely with the attendance team, SENDCo and Senior Leadership Team ensuring that students don't fall through a gap
- To develop and maintain a culture of safety and vigilance in the school
- To have due regard for safeguarding and promoting the welfare of young people in accordance with the Child Protections/Safeguarding and Inclusion policies

MAIN DUTIES AND RESPONSIBILITIES

- Ensure the school systems for monitoring, tracking and following up on safeguarding concerns are rigorously implemented and of high quality which is flagged by members of staff
- Reinforce the high levels of expectations of vigilance around safeguarding, delivering staff training where it is either statutory or necessary
- To lead in the corporate responsibility for, and commitment to the safeguarding and promotion of the well-being and self-discipline of all students
- To ensure safeguarding tracking systems are utilised, constantly reviewed and improved
- To engage with local and national discourse on safeguarding and ensure the school policies are updated annually in line with guidance including the Greenshaw Learning Trust safeguarding policy and to ensure that parents/carers, governors and staff are aware of; have access to the policy
- To engage with the school culture, regularly walking the school and developing an understanding of the impact of student safety on teaching and learning
- Greet students each morning
- To work closely with the Local Authority to ensure that referrals are promptly and appropriately responded to, and to re-refer where necessary
- Develop the school's relationship with the Local Authority, ensuring we utilise all existing support in improving attendance and ensuring the safety of the students

- To hold legal responsibility for dealing with safeguarding issues, providing advice and responding to concerns
- Work with the various communities within Gloucestershire to build sound communication and trust
- To develop an understanding of local thresholds, assessments procedures and conference structures
- To provide data updates for SLT when required
- To be flexible and agile in responding to emerging need in the community
- To support teachers fulfilling their mandatory reporting duty regarding FGM
- To ensure the school meets all statutory requirements regarding safeguarding
- To maintain accurate and confidential child protection files for relevant students
- To facilitate external agencies working with students in school; without missing lessons unless in an emergency
- To understand and promote the link between positive mental health, attendance and engagement in school
- To always work with a view towards having all students in school; lessons and learning
- To be available during school hours to respond to safeguarding concerns but at times may be required to take action outside of school hours
- Liaise with parents/carers in relation to attendance, behaviour, safeguarding, social and emotional issues, internal and external exclusion and other occasions as required
- To perform particular assigned duties at the reasonable direction of the Headteacher or their designated representative(s)
- To act as part of the on-call system

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and training | | |
| Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English | x | |
| A levels or equivalent qualifications | x | |
| Level 3 Child Protection qualification (in date) | x | |
| Proven successful experience working with or caring for children in any setting | x | |
| Commitment to ensuring a culture of vigilance within the school community | x | |
| An understanding of a 'no excuses' culture | x | |
| An understanding of kindness and how high expectations and kindness are linked | x | |
| Experience of working with data tracking and data management systems | x | |
| An in depth understanding of the local community and its perceived challenges | x | |
| An understanding, or willingness to learn, about local authority practices regarding safeguarding | x | |
| An understanding of local authority assessments procedures, thresholds for identification of abuse, and case conference practices | x | |
| Level 5 qualifications i.e., University Degree | | x |
| Previous experience of working with or alongside a safeguarding team | | x |
| Experience of planning, delivery and the evaluation of academic activities | | x |
| Proven successful experience working within a school | | x |
| Experience of leading training for a large body of people | | x |
| Qualifications in additional child protection areas, including online safety | | x |
| Awareness of GDPR regulations | | x |

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| First Aid Qualification (full training provided) | | x |
| Skills and experience | | |
| Commitment to improving the life chances of students | x | |
| Commitment to establishing high and rigorous standards of discipline | x | |
| Experience and knowledge of how to work with families experiencing difficulties and require additional support | x | |
| Ability to work on own initiative with minimum supervision | x | |
| Ability to relate well to students, be an effective role model and motivate students to achieve success | x | |
| To be able to form empathetic relationships with young people and be able to communicate their needs effectively to other professionals | x | |
| Able to prioritise own workload and self-motivate | x | |
| Experience of holding difficult conversations | x | |
| Commitment to high standards and expectations | x | |
| Have the personal ambition to take a lead role in an area of need within the department | | x |
| Experience of using School's Information Management Systems | | x |
| Experience of maintaining accurate files and records ensuring compliance with legislation | | x |
| Understanding of Child Protection/Safeguarding | | x |
| Ability to work effectively with students in a school-based setting | | x |
| Experience of working in safeguarding in a similar context | | x |
| Personal attributes | | |
| A passion and desire to move things forward | x | |
| Commitment to working within the schools Safeguarding Policy and Procedures | x | |
| Commitment to extremely high standard and expectations | x | |
| High levels of professional integrity, energy and enthusiasm | x | |
| Flexible and responsive to change | x | |
| Experience of working with children who present with anxiety and other social, emotional and mental health difficulties | x | |
| Excellent communication with children and parent/carers | x | |

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| Be dependable, able to follow instruction and respond to management directions | x | |
| Have a willingness to extend skills through appropriate training | x | |
| Have good working ICT Knowledge | x | |
| An awareness of the wider community and its perceived challenges | | x |
| Knowledge and understanding of how to remove barriers to learning | | x |
| Successful experience of working alongside other professionals to meet the needs of children | | x |

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Wednesday 16th July 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be arranged when suitable applications have been received. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 1st September 2025



GREENSHAW
LEARNING TRUST



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