

The people behind
the magic.



HONLEY
HIGH SCHOOL



JOIN OUR TEAM

Designated Safeguarding Officer (Inclusion Leader)

Salary: Band H NJC points 25-28. **Full Time:** £35,235 - £37,938. **Actual Salary:** £30,475 - £32,813

Contract: Permanent, Term Time plus 5 days

Hours: 37 hours Monday to Thursday 8.00am – 4.00pm Friday 8.00am – 3.30pm

Closing Date: Wednesday 18th September 2024 at 9.00am

Interview: likely w/c 23rd September 2024

Start Date: As soon as your notice period allows



Together
Learning Trust

THE SCHOOL

Exceptional opportunities, exceptional outcomes



We are proud of the high quality education we offer at Honley. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are about more than exceptional performance in examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be adaptable, creative and self-disciplined. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is a fantastic place to work and learn and we are always aiming to develop even further. We live by our school motto. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive for the highest' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

Liz Lord, HEAD OF SCHOOL



"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."

- PARENT COMMENT

EXPLORE MORE



www.honleyhigh.co.uk



HonleyHighSchool



@HonleyHighUK



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Designated Safeguarding Officer (Inclusion Leader)

We are seeking to recruit a Designated Safeguarding Officer, who will operate under the job title of Inclusion Leader. We are looking for a dynamic and inspirational individual; someone who is hardworking and a strong team player who possesses great interpersonal skills. Someone who is passionate about the safeguarding of young people. If this sounds like you, we'd love to hear from you. This is an exciting opportunity for someone who wishes to play a significant role in helping students to succeed by improving the outcomes for our most vulnerable and at risk students.

What the role involves in a nutshell:

- Collaborating with the school's Designated Safeguarding Lead you will safeguard and protect the young people and staff of Honley High School
- Be a Safeguarding Lead and take responsibility for day to day safeguarding matters within the school.
- Line Management of Student Welfare Officer (Attendance) and Healthcare Assistant
- Model the vision and values of the school
- Promote and safeguard the welfare of children and young people

We're looking for someone with:

- A natural ability to communicate with all stakeholders in particular students and parents
- The ability to exercise discretion
- The ability to be a strong advocate for our students

What you'll get in return?

This is a fantastic opportunity to work as part of a passionate and friendly team under the direction and with the support of the Head of School and wider Senior Leadership team at Honley High School.

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

Benefits

- Automatic enrolment to the West Yorkshire Pension Fund
- Staff development through appraisal and CPD
- Access to a canteen
- Access to our Employee Assistance Programme
- Cycle to Work Scheme
- Great transport links – Honley Train Station is across the road
- Free onsite car parking
- Working as part of a creative and supportive team who want the best for all of our students

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

JOB DESCRIPTION

Inclusion Leader



Responsible to:	Assistant Headteacher (Pastoral Lead)
Scale/Salary	Grade H (25-28) – 37 hours – term time plus 5 days
Main Purpose of the role	<p>In the role of Inclusion Leader you will:</p> <ul style="list-style-type: none"> • Promote a learning environment which supports high expectations. • Be a Safeguarding Lead and take responsibility for day to day safeguarding matters within the school. • Alongside the DSL / SLT, lead the Inclusion team tracker and associated meetings ensuring that student learning and achievement needs are met. • Contribute to the overall effectiveness of the Pastoral team. • Model the vision and values of the school. • Receive and act on feedback to build on the strengths and improve personal performance within the school systems. • Communicate clear purpose and vision to the team and the wider school community. • Promote and safeguard the welfare of children and young people. • To deliver safeguarding training, update and implement policies and procedures and share learning, as appropriate with staff, volunteers and governors • To liaise with statutory agencies and coordinate the procedures which address the needs of those affected by a safeguarding referral. • Line Management of Student Welfare Officer (Attendance) and Healthcare Assist.
Main Duties & deliverables	<ul style="list-style-type: none"> • Lead, manage and advise on safeguarding and inclusion within the school. • Lead staff training in supporting safeguarding and inclusivity for all students in the school. • Liaise with statutory agencies and multi-agency partners to ensure students and families receive the help, support and challenge required. • Attend child protection (and other similar) meetings, representing the school and presenting its position in a confident and evidence informed manner. • Lead the inclusion tracker and inclusion meetings, ensuring it is effective and accountable for the progress and welfare of students. • Alongside the DSL, monitor and quality assure the use of CPOMs across the school, ensuring policy and procedures are adhered to and that timely and appropriate action is taken to support and safeguard children. • Make significant contributions to the School Evaluation and Improvement Plan (EIP), relating the safeguarding and inclusion improvement plan to the school development plan. • Provide the Headteacher with progress reports and monitoring and evaluation analyses based on data. • Liaise with and keep informed all Heads of Department and SLT on safeguarding and inclusion issues. • Contribute to the school vision of quality first provision for students in bespoke interventions and alternative provision. • Champion best practice, demonstrating leadership qualities necessary to command respect and encouraging commitment to raising standards. • Proactively devise and implement procedures within school policies. • To support effective induction procedures and briefings for existing and new

	<p>school staff in relation to safeguarding.</p> <ul style="list-style-type: none"> • Keep a high profile around the school and being visible and active during non-structured time. • Help create an effective team by promoting collective approaches to problem-solving and school development. • Support effective student review meetings, contributing expertise, experience and helping to co-ordinate agreed actions. • In conjunction with the line manager, take responsibility for personal professional development, keep up to date with research and developments in education and safeguarding which may lead to improvements in practice and impact. • Develop skills and knowledge for mentoring and coaching colleagues. • Be familiar with the National Standards for Special Educational Needs. • Ensure students are placed correctly onto the Inclusion Tracker, their needs assessed and met across the curriculum and that impact of the provision is monitored and reviewed. • Take responsibility for upholding the standards of behaviour in the school. • Ensure that the pastoral team supports the school's implementation of all current statutory requirements, e.g. Equality Act, Access to Work, SEN, Child Protection. • Support in ensuring resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students. • Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions • Continue the development and implementation of multi-agency work across the school. • Develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve. • Be responsible for promoting and safeguarding the welfare of children and young people.
<p>Expected Behaviours</p>	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school. • Treat colleagues, students and all members of the community with respect and consideration. • Treat all students fairly, consistently and without prejudice. • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers. • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School policies and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school's policies. • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.
<p>Other specific</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of</p>

duties	<p>the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	





Inclusion Leader

To be assessed through application, reference and interview

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
A safeguarding qualification		✓
Experience		
Previous experience of working with young people	✓	
Ability to work effectively with children of a relevant age group	✓	
Previous experience of working to safeguard children and young people	✓	
Successful experience working in a school environment		✓
Skills and Abilities		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues		
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	

Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	



HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Personal Assistant to the Senior Leadership team Nicola Pogmore via n.pogmore@honley.tlt.school

If you're ready for a new challenge, please apply by completing our application form and returning it to recruitment@tlt.school by the closing date.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.