



**THE ARNEWOOD  
SCHOOL**

*Working Together - Shaping Tomorrow*

# Support Staff Recruitment Pack



*Thank you  
Working together*



# Information for Applicants

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Welcome to The Arnewood School, an academy at the heart of its community. We serve a beautiful catchment between the sea and New Forest National Park. Our academic record over a long period shows us to be a consistently high performing school, with impressive examination results especially in our outstanding sixth form.

We continue to raise standards in all subject areas; we encourage diversity in teaching and scholarly learning across all subjects. We place great emphasis on a healthy balance between academic work and the all-round development of children. Ours is an academy with a strong commitment to very good pastoral care and a wide variety of curricular opportunities both cultural and sporting. The school is in part characterised by the wide range of trips and visits that create memorable learning experiences for students.

We recognise that words, pictures and statistics will only give you a hint of the warmth, ambition and commitment of our innovative learning community and we invite you to see us in action. I am very confident that a visit to The Arnewood School will justify your interest in the school as we continue to develop as a centre of excellence in The New Forest and beyond. At Arnewood we pride ourselves on our great international links to help develop a global mindset.



# Job Title:

## Safeguarding Manager – Deputy DSL

<b>Salary</b>	Grade E (Full Time Equivalent) £28,934-£32,026 Pro-rata £24,855-£27,512
<b>Employment</b>	Permanent - 37 Hours per week 0830 – 1630 Mon – Thu and 0830 -1600 Friday including 30 min unpaid lunch.
<b>Commencing</b>	Required for January 2023
<b>Benefits</b>	<p>The Gryphon Trust awards national Local Government equivalent pay awards in full.</p> <p>Contributions are made to the Local Government Pension Scheme (LGPS).</p> <p>Extensive CPD programme based on mastery of skills.</p> <p>School term working – generous school holidays.</p> <p>Collegiate working environment.</p>
<b>Key Roles</b>	<p>Working alongside the designated safeguarding lead (DSL) the post holder will ensure children at The Arnewood School are appropriately safeguarded.</p> <p>Child protection of children subject to safeguarding concerns.</p> <p>Maintaining a school culture in which all employees are aware of their duty in respect of safeguarding.</p>
<b>Contractual</b>	All post holders are expected to carry out the duties of a school-based employee in relation to safeguarding children, adherence to standards expected in public employment and compliance with the Academies Handbook.

# How to Apply

Thank you for your interest in joining the team at The Arnewood School. We are part of The Gryphon Trust, a small trust with big ambitions serving the local community around New Milton and The New Forest in Hampshire.

The Arnewood School is a brilliant place to work. We are a staff who are committed to providing the best outcomes we can for children. We believe we make a difference to the lives of young people. We are also mutually supportive and have a lot of fun – working with children is a fantastic occupation. Our philosophy is underpinned by personal growth for students and staff alike.

The information contained in this pack is designed to provide you with the key information you will require in applying for the post. However, if you have any questions or would like to arrange an informal visit, please telephone Lindsey Harper on 01425 625405 or email her at [l.harper@arnewood.hants.sch.uk](mailto:l.harper@arnewood.hants.sch.uk).

Please complete an application form. This can be downloaded online from the school website ([www.arnewood.hants.sch.uk/vacancies](http://www.arnewood.hants.sch.uk/vacancies)). Emailed applications are welcome but for compliance purposes must be followed in the post by a hand signed hard copy.

The closing date for applications is 9am on 1<sup>st</sup> December 2022.

I look forward to receiving your application and reading about how your skills and ambitions can be dovetailed with the role description provided.

Yours sincerely

*N. M. Pressnell*

**Mr Nigel Pressnell**  
Headteacher



# BACKGROUND: Post Details

Like many secondary schools, especially those with a diverse intake, safeguarding is an essential part of the school's operation. Over time schools have been put in the front line of ensuring children's wellbeing and at The Arnewood School, we very much embrace a culture of ensuring children are safe. As Keeping Children Safe in Education (2022) states, "Schools and colleges and their staff are an important part of the wider safeguarding system for children."

The safeguarding team at The Arnewood School consists of a core of staff (teaching and non-teaching) with specialist skills in safeguarding and child protection. Led by the Designated Safeguarding Lead, Mrs Alex Reece (Assistant Headteacher), the Safeguarding Manager has day-to-day responsibility for ensuring children are safe and well cared for. The team's Deputy Designated Safeguarding Leads assist the Designated Safeguarding Lead and Safeguarding Manager. The Safeguarding Manager, as a non-teacher, has time in her/his day to work intensively with children in need, and supporting agencies. These include counselling providers, Hampshire Police, and Children's Social Services across a small number of local authorities.

Pastorally, Heads of Year and Assistant Heads of Year know children well and are often able to highlight emerging concerns with children and their families. We record safeguarding concerns on CPOMS and regularly update and audit records to identify potential patterns obviously including physical, sexual, mental abuse and/or neglect.

## **The successful candidate will demonstrate experience of: -**

- managing safeguarding in a school or other relevant organisation
- building relationships with children and their parents, particularly the most vulnerable.
- Working and communicating effectively with relevant agencies including social services
- implementing and encouraging good safeguarding practice throughout a large team of people
- developing and implementing strategies to help children in need and their families.
- handling large amounts of sensitive data and upholding the principles of confidentiality
- excellent record keeping skills and attention to detail, to produce reports, take minutes of meetings, and document safeguarding concerns
- an ability to work calmly and methodically to ensure all students are safeguarded successfully.
- challenging professionals or adults who are not acting in the best interest of a young person in need
- current best practice including a working knowledge of Keeping Children Safe in Education (KCSIE) and managing Low Level Concerns.

## **We offer: -**

- well-considered professional development and a wide range of professional opportunities, including significant leadership development opportunities at the right time
- excellent career progression opportunities given our strength in partnership working
- a supportive, committed, and experienced safeguarding team to work alongside
- collective responsibility for difficult decision making but autonomy in daily work life
- sound mentoring for all new staff from a stable and experienced senior team
- excellent accommodation and resources including an extensive library
- exemplary personnel practice including salary progression and pension contributions
- a work life balance that values individual happiness and fulfilment.

# Requirement Specification

	Essential	Desirable
<b>Qualifications</b>	<p>Minimum A Level qualifications including English and maths.</p> <p>Professional training in safeguarding and child protection.</p>	<p>A DSL Level 3 and Level 2 (or equivalent) qualification in safeguarding children or adults.</p> <p>Graduate qualification desirable.</p>
<b>Professional Characteristics</b>	<p>Act with integrity, honesty, loyalty, and fairness to safeguard children and staff.</p>	<p>Ability to work with a range of people with the aim of ensuring the safety and welfare of children, providing professional challenge when necessary.</p>
<b>Experience</b>	<p>Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.</p>	<p>An awareness of local and national agencies that provide support for children and their families.</p>
<b>Skills &amp; Abilities</b>	<p>Commitment to equality.</p> <p>Ability to work under pressure and prioritise caseload.</p>	<p>Able to work with children of all ages and those with special educational needs.</p>
<b>Personal Attributes</b>	<p>Cheerful, optimistic and hardworking disposition.</p> <p>An approachable individual who can work well with colleagues, and quickly form effective and positive relationships.</p>	<p>Ambitious for future career enhancement.</p> <p>Contributes to the community and/or engages in voluntary work.</p>
<b>Other Requirements</b>	<p>Uphold and promote the ethos and values of the school and to actively build the school's reputation as being safe for all.</p> <p>Committed to your own continuing professional development.</p>	<p>Good IT skills and strong working knowledge of Arbor and CPOMS.</p> <p>Willingness to contribute to wider school activities, for example, supporting refugee families finding new homes in our community.</p>

# General Information for Applicants

The Arnewood School provides a high-quality education for students aged 11 to 19 years of age. The school was formally grant-maintained, then a foundation school and most recently an academy. School leaders established The Gryphon Trust which has two schools. Eaglewood School, The Arnewood School's partner, is an alternate provision school, recently built following our successful submission to establish a free-school. Despite our autonomy we are by instinct outward facing and always willing to work with others with similar values.

The school currently has just over 1000 students including approximately 150 in the thriving sixth form. The school has an excellent record of academic success albeit this is obscured in performance table as we are truly inclusive. We do not off-roll vulnerable children just to look good for OfSTED. Students, parents, staff and members of the wider community are justifiably proud of the school's success.

Parents are overwhelmingly supportive of the school and its staff. The school has excellent IT services and we offer all children the opportunity to participate in a low-cost tablet scheme to which many subscribe. Our embedded use of virtual learning meant that we found ourselves better placed than many to switch to remote schooling during the 2020/21 pandemic.

## Our Aim

The school's aim is: -

To allow each student to fulfil their unique potential and make the world a better place through their informed choices and actions. We aim to inspire the next generation by equipping them with the skill, knowledge and attributes to be successful in their chosen future in work and leisure. We seek to build the aspirations of our so they can become the best versions of themselves and view the world with excitement and opportunity.

This is captured in our mission statement: -

*Working together; Shaping Tomorrow*

## Location

We serve a diverse catchment in New Milton. Children mostly join us from link primary schools but some travel from further afield. New Milton is a thriving town. Its high street has weathered the economy better than many. We have a mainline link to London and Weymouth. Geographically we enjoy the benefits of being equally close to The New Forest National Park and seaside. The town has excellent sporting and cultural amenities including many clubs and an arts centre. Housing, including

rental property, is available in the town but many staff live Southampton or Bournemouth which are easily commutable.

## Pastoral Care & SEN

Ours is an inclusive school. We are non-selective and see our roll as giving all students, irrespective of their starting point, the best opportunity in life. All teachers play their part in the pastoral care of our students ably supported by specialist non-teachers with pastoral responsibility including pastoral assistance, medical welfare, attendance, safeguarding and inclusion. Tutors are allocated to tutor groups and in general progress with the same class as they mature through the school. Each year has a head of year.

Our SEND team is led by the school's SENDCO and the Learning Support Manager. We have a large team of learning support assistants work in classrooms to support teaching staff. Other staff lead small group work in learning support including language and numeracy intervention.

## The Arnewood School Professional Culture

Our professional culture sets the tone for the way we interact with others.

- We are here for the children first – the “litmus test” for our decision-making is what is in the best interests of students, their families, and our community.
- We model the behaviour we expect from others including students.
- We praise and share the success of others above ourselves.
- We define problems and design possible solutions - we don't grumble and moan.
- In the face of adversity, we remember we are team players and colleagues will support us through good and bad.
- We are honest - we don't say one thing and think another.
- We only make commitments we intend to and are able to keep.
- We presume honourable motives.
- In conflict we talk directly and privately to the person with whom we share a problem - we don't gossip.
- We forgive and we move on.
- We give ourselves time to listen and think - we work hard and do not feel guilty if we take time for ourselves and friends and family.
- We teach with an “open door”.
- Our core business is teaching and learning – this is the priority.

## Safeguarding and Child Protection Statement

In safeguarding children, we aim to: -

- provide an environment in which students feel safe, valued and respected
- allow students to feel confident, and know how to approach adults if they are in difficulties believing they will be heard



- inform all teaching and non-teaching staff of the need to safeguard all young people and of their responsibilities in identifying and reporting possible neglect or abuse
- provide a systematic means of monitoring students known, or thought to be at risk of harm and ensure we, as professionals, contribute to assessments of needs and support for those students
- develop and promote effective working relationships with other agencies, including children's social services and the police
- maintain a structured procedure within the school including visits and trips which will be followed by staff and the community when child protection is necessary.

All staff working within our school, who have substantial access to children, will be checked as to their suitability to work with young people. This will include, to give some examples, verification of their identity, qualifications, and a satisfactory DBS check. Details will be maintained in a single central record for audit purposes.

## Equal Opportunities Statement

The Gryphon Trust and The Arnewood School values the diversity of our workforce and welcomes applications from the whole community irrespective of race, religion, sexual orientation, or disability. Together we are stronger.

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