



Candidate Pack

Senior Assistant Headteacher Safeguarding, Welfare and Inclusion

HELSTON COMMUNITY COLLEGE
ASPIRATION · AMBITION · ACHIEVEMENT



Self Help	Self Responsibility	Equity	Equality	Democracy
Solidarity	Social Responsibility	Honesty	Openness	Caring for Others

Message from the Headteacher – Mr W N Jenkins

Dear Applicant

Thank you for showing an interest in the position of Senior Assistant Headteacher, with responsibility for Safeguarding, Welfare and Inclusion starting in September 2021. This vacancy arises following the successful promotion of the current post holder. Whilst the most important aspect of this role is to provide strong leadership for safeguarding, you will also have strategic leadership of all aspects of inclusion and welfare, including Pupil Premium students.

At Helston Community College, our students matter: each one an individual, valued and appreciated. We are ambitious for all of our students and are committed to providing a learning experience that consists of high challenge combined with appropriate support, and effective teaching in a safe and disciplined environment.

Our College is a place where doors of opportunity are opened for young people, and we encourage them to make the most of every opportunity that comes their way. We provide a diverse curriculum, allowing students to develop knowledge, skills and talents in a broad range of subject areas. We challenge students' thinking and encourage them to learn from setbacks, so that they become resilient learners who can respond effectively to future challenges. We urge our students to believe in themselves, to take responsibility for their own learning and personal development, and to work hard so that they achieve their very best. We are committed to **promoting aspiration, encouraging ambition and ensuring achievement** within a values-driven ethos.

Helston Community College is part of the Southerly Point Co-operative Multi-Academy Trust, which was established on 1st June 2017, and we are one of 19 schools situated around Helston and the Lizard – the most southerly part of Cornwall. Our work is underpinned by the co-operative values: **self-help, self-responsibility, equity, equality, democracy, solidarity, social responsibility, openness, honest and caring for others**. The Trust works together to improve and enhance opportunities for all young people in the local community. Teachers collaborate in cross-phase groups through a range of curriculum networks, including Literacy, Mathematics and Science. There is also a very effective DSL network group, which provides both challenge and support across the Trust schools.

There is a wealth of information about the College and the Trust available online, and we recommend that you review what is available via the College website : www.helston.cornwall.sch.uk

Our new Assistant Headteacher will play a vital role within our Senior Leadership team as we continue with our focus of ensuring the College continues to provide high quality education for all our children in a caring, inclusive environment. We are fortunate to have a committed Senior Leadership Team that prides itself on working collaboratively, formulating the aims and objectives of the College within the context of the Trust's strategic framework. The successful applicant can look forward to joining a supportive and welcoming team.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment and undergo an enhanced DBS check as part of our Safer Recruitment and Selection procedures.

I look forward to receiving your application.

Best wishes

Mr Wayne N Jenkins
Headteacher

About the Role

Post Title:	Senior Assistant Headteacher – Safeguarding, Welfare and Inclusion
Responsible to:	Headteacher
Grade:	Leadership Spine L16-L20
Contract:	Full time and Permanent
Start Date:	September 2021

Helston Community College, part of the Southerly Point Co-operative Multi-Academy Trust, are seeking a highly competent and ambitious senior leader, who is ready to take on a new challenge, fulfilling a major role within our Senior Leadership team. The successful candidate will lead in all aspects of school improvement related to Safeguarding, Welfare and Inclusion, and will be the College's Designated Safeguarding Lead.

We are looking for someone who has a proven ability in strategic thinking and outstanding leadership, ensuring the College continues to provide high quality education for all our children in a caring, inclusive environment. The successful candidate will have a minimum of two years' experience as a Designated Safeguarding Lead at senior leadership level.

We want to hear from dynamic and passionate individuals with extensive knowledge/experience of:

- safeguarding protocols and a commitment to inclusive education;
- establishing strong pastoral systems;
- building capacity for highly effective teaching and learning

Main Purpose of the Post

- To provide strong leadership for safeguarding and the overall leadership and management of student inclusion and welfare at Helston Community College

Main responsibilities of the Post

- Leading on and being accountable for:
 - Safeguarding, as the Designated Safeguarding Lead
 - Strategic leadership of all aspects of inclusion, including Pupil Premium students
 - Leadership and management of student attendance and welfare

Associated Responsibilities

- Advise and support the senior team in maintaining an outstanding approach to safeguarding.
- Coordinate the distribution of policies, procedures, and safeguarding resources in the College.
- Advise on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Manage safeguarding concerns, allegations or incidents reported.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.
- Strategic leadership of all aspects of inclusion, including Pupil Premium students.
- In partnership with the SENCO and Inclusion Manager, ensure that the College's strategy for inclusion is proving effective in maximising the progress of vulnerable students (SEND, EAL, LAC, PP, etc.). This will include monitoring and evaluating the impact of teaching and learning, inclusion activities and contributing to the College self-evaluation process, the College Development Plan and reports to stakeholders.
- Have oversight of the identification and monitoring of Pupil Premium and other vulnerable students, to include evaluating whether the appropriate support mechanisms are in place to maximise their progress and thus 'close the gap' with non-Pupil Premium students.

- Have oversight of the effective provision of Curriculum Enrichment opportunities. This will include monitoring the extent to which all students are provided with such activities.
- Lead in the effective use of relevant data to monitor these areas of the College's work with a view of ensuring the Senior Leadership Team, Governors and Trustees have an appropriate strategic overview of student progress and support provision.
- Encourage an ethos for inclusion through innovation, excellence, reflection and aspiration for students.
- Ensure, through CPD, wider reading and discussion with relevant colleagues, an up-to-date knowledge of inclusion, welfare and enrichment issues. This will include an understanding of the latest developments within the OFSTED Framework.
- Act as a role model in own teaching practices, concerning strategies and classroom management issues with regard to inclusion.
- In liaison with others, including SLT, Heads of Faculty and Subject Leaders, observe and give feedback on lessons, as required, with a particular focus on inclusion matters.
- Organise the annual series of Awards Ceremonies to recognise student achievement throughout the year.
- Report, as appropriate, to the Governing Body and SLT on inclusion and welfare related issues.
- Leadership of the College Attendance Manager to:
 1. Produce and evaluate attendance and punctuality data to identify groups of students with attendance concerns.
 2. Develop consistent systems for monitoring student attendance, recognising good attendance and identifying individual students with attendance concerns, including persistent absence.
 3. Liaise with appropriate colleagues such as Form Tutors and Directors of Key Stage to ensure that appropriate responses are being taken for individual students with attendance concerns.
 4. Ensure that appropriate strategic overviews of attendance matters are provided on a timely basis for SLT and Governors.
 5. Ensure that appropriate information concerning student attendance is available for all stakeholders, including students, parents, subject teachers and tutors.
- Lead in all aspects of student welfare issues, collaborating with other colleagues, as

As a member of the Senior Leadership Team

You will act as a role model in the dissemination and practice of College policies, in keeping with the ethos of the College.

Play a major role, under the overall direction of the Headteacher, in:

- formulating the aims and objectives of the College in the context of the Trust's strategic framework;
- participating in College monitoring and self-evaluation procedures;
- planning, organising, developing, monitoring, evaluating and reviewing the College Development Plan;
- line-managing designated responsibility postholders;
- developing College systems, as designated;
- establishing, implementing and reviewing College policies, as appropriate;
- being responsible for the budget relating to designated areas of leadership and/or management;
- being a team leader in the performance management programme;
- participate in a range of day-to-day, whole-school leadership and management responsibilities e.g. assemblies, cover, student behaviour;

- deputise for senior colleagues, as required, and undertaken any urgent task that may arise, to ensure the effective management of the College;
- assume other duties which may be reasonably required or delegated by the Headteacher, from time to time.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

The College will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person Specification

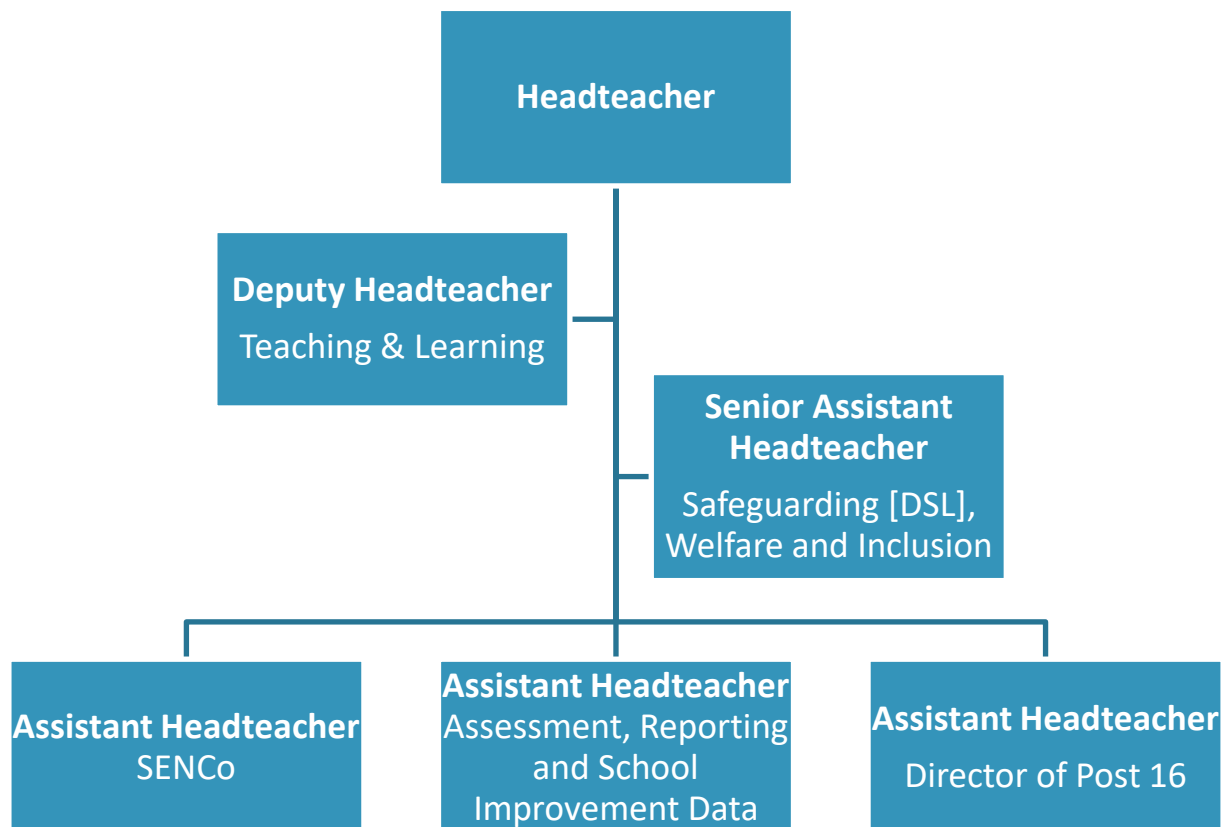
This person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements

Attributes	Essential	Desirable	Recruiting Method
Relevant Experience	<ol style="list-style-type: none"> 1. Minimum of 2 years' Senior Leadership experience 2. A minimum of 2 years' experience as a DSL in a secondary school 3. A proven track record of successful leadership 	<p>Leading staff training and development</p> <p>Involvement in school self-evaluation</p> <p>Experience of managing complex HR and staffing issues</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Education and Training	<ol style="list-style-type: none"> 4. Qualified teacher status or recognised qualification; 5. A degree level qualification in relevant subject; 6. Current and recent professional development 7. Level 3 DSL training; 	NPQSL	Application Form
Knowledge and Skills	<ol style="list-style-type: none"> 8. Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. 9. Working knowledge of KCSIE 2020 and other legal frameworks 10. Ability to speak with conviction and authority on all matters relating to safeguarding, pastoral care, equality and inclusion 11. Ability to deal with challenging parents and students 12. Able to evidence a sound understanding of working with outside agencies in order to improve outcomes for young people 13. Experience of working closely with safeguarding partners at Countywide/Local Authority level 14. Experience of working with other DSLs, within a MAT or LA, to improve outcomes for young people 15. Lead and inspire others 16. See tasks, plans and ideas through to completion 	Ability to hold staff to account	<p>Application Form</p> <p>References</p> <p>Selection Tasks</p> <p>Interview</p>

	17. Think strategically but have an 'eye for detail' 18. Undertake complex, problem solving tasks		
Any Additional Factors	19. Ambition and a highly professional approach to their work 20. Able to evidence and substantiate a commitment to developing a strong safeguarding culture across the College 21. Determination and passion for getting the best outcomes for all students 22. Ability to work under pressure and prioritise effectively 23. Complete reliability for maintaining confidentiality 24. Great energy, enthusiasm and hope 25. A real drive to make things happen and a passionate desire to make a difference 26. The desire for further career progression 27. A warm, open and optimistic disposition, loyalty, determination and persistence 28. Demonstrate a commitment to: <ul style="list-style-type: none"> ➤ Co-operative values; ➤ promoting the College and the Trust's vision and ethos; ➤ high quality, stimulating learning environment; ➤ relating positively to and showing respect for all members of the school and wider community; ➤ ongoing relevant professional self-development; ➤ Safeguarding and child protection. 		Interview Selection Tasks References

Self Help Self Responsibility Equity Equality Democracy
Solidarity Social Responsibility Honesty Openness Caring for Others

Senior Leadership Team Organisation Chart



Pastoral Support Team

Inclusion
Manager

Attendance
Manager

Deputy
Safeguarding
Lead

College Nurse

Year 7
Transition Lead

Pastoral
Support
Assistant
Year 7

Year 7

Director of KS3
- Pastoral

Pastoral
Support
Assistant
Year 8

Years 8 and 9

Pastoral
Support
Assistant
Year 9

Director of KS4
- Pastoral

Pastoral
Support
Assistant
Year 10

Years 10 and 11

Pastoral
Support
Assistant
Year 11

Careers
Education and
PSHE

Community &
Student Voice

Student
Support [Oasis]

Pastoral
Support
Assistant

Timeline for application

Friday 26 th March 2021	Online Eteach / TES / DFE Teaching Vacancies/ Southerly Point Website / Cornwall Council
Wednesday 21 st April 2021	Closing date – 12.00pm
Thursday 22 nd April 2021	Shortlisting
Week Commencing 26 th April 2021	Interviews

Applicant Information

Applying for the post:

Application forms can be downloaded from the College website : www.helston.cornwall.sch.uk or via TES/Teaching Vacancies/Cornwall Council or by contacting Angela Atkinson, HR Manager.

Informal telephone calls with the Headteacher can be arranged and visits to the College are welcomed. Please contact Angela Atkinson to discuss further.

To ensure your application can be considered, a completed application form must be received by:

12.00pm on Wednesday 21st April 2021

Please complete online or email forms to:

Angela Atkinson, HR Manager

Email: aatkinson@helston.cornwall.sch.uk

Telephone: 01326 572685