

February 2025

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

We warmly welcome informal enquiries to the Head of Department, or via our HR Team. Our Deputy Heads, Liz Curtis and Neil Phipps, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

In the interests of transparency, please note that Myton School Trust is joining Stowe Valley Multi Academy Trust from 1st May 2025 and employment will transfer to Stowe Valley MAT at that point. The terms of this offer will not apply until the first day of employment.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher





MYTON SCHOOL
INFORMATION FOR APPLICANTS

Strategic Safeguarding Lead

Closing date: 9.00am, Wednesday 5 March 2025

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [Support Staff Vacancies - Myton School](#). Alternatively, you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section, please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to our [Privacy Notice for Applicants](#).

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as "spent", must be declared. However, certain convictions and cautions are considered 'protected' meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview, you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact vacancies@myton.co.uk or 01926 493805 ext. 225. Please use email only during school holiday periods.

Thank you for your interest, we look forward to receiving your application by the closing date.

Lisa Taylor
HR Manager

Person Specification

Strategic Lead Safeguarding (Leadership Team)

	Essential	Desirable	How Assessed *
Knowledge and Experience			
Proven experience in a Designated Safeguarding Lead (DSL) role or senior safeguarding capacity.	E		A
Strong knowledge of safeguarding legislation, guidance, and best practices.	E		A/I
Experience in managing safeguarding incidents, referrals, and working with external agencies.	E		A/I
Proven experience in leading on attendance and behaviour analysis.	E		A/I
Ability to conduct staff and student debriefs and support emotional wellbeing following incidents.	E		I
Experience in holding staff to account and ensuring adherence to safeguarding policies and procedures	E		I
Experience in developing and delivering safeguarding training to staff.	E		A/I
Strong organisational and leadership skills, with the ability to manage multiple priorities	E		I
Commitment to promoting a culture of safeguarding, accountability, and continuous improvement.	E		I
Experience in curriculum leadership or curriculum development.		D	A/I
Experience working with students with SEND, SEMH, and complex needs.		D	A/I
Experience in leading on behaviour, attitudes, and inclusion within a pastoral or safeguarding capacity.		D	
Knowledge of mental health and wellbeing support strategies for students and staff.		D	
Experience in managing whole-school initiatives related to safeguarding and student welfare		D	
Skills and Abilities			
Able to work effectively under pressure, meet tight deadlines and pay attention to detail	E		A/I
Effective team member	E		A/I
Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external stakeholders.	E		A/I
Willing to be flexible in the role	E		I
Ability to deliver difficult messages effectively	E		I
Inspires other with a clear vision and set of expectations	E		I
Good ICT skills including use and interpretation of data	E		A/I
Personal Attributes			
Suitable to work with children and safeguard their welfare	E		A/I
Tactful, respectful and sensitive to the needs of others	E		I
Positive, committed, enthusiastic, trustworthy, fair, respectful, understanding and approachable	E		I
Demonstrate professionalism, loyalty and integrity	E		I

JOB DESCRIPTION

POST TITLE: Strategic Lead Safeguarding (Leadership Team)
REPORTING TO: Deputy Head (Behaviour and Welfare)

The following job description is for guidance only. All school leaders are expected to fulfil their duties of day-to-day leadership and management.

All Leadership Team members are responsible for developing and monitoring teaching, learning, outcomes and standards of behaviour throughout the school. All LT members will line manage departments/systems and lead on duties within the school.

1. Role Summary

The DSL will take lead responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

They will advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police. Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

2. Key responsibilities

2.1 As a member of the School Leadership Team

- Ensure all strategic decisions are taken with due consideration of safeguarding needs
- Take an active part in all leadership decisions
- Present up-to-date safeguarding data and proposed actions to School Leaders
- Liaise with LT to ensure a consistent approach to safeguarding.

2.2 Managing Referrals

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

2.3 Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)

- Inform the Headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so

2.4 Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
 - Support the school or college in meeting the requirements of the Prevent duty
 - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying children at risk of FGM
 - Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

2.5 Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

2.6 Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Monitor the single central record and ensure it complies with all relevant legislation and is up to date

- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

3. Responsibility for Staff

- Provide line management, direction and support to the Attendance and WRL Coordinator/DDSL, Mental Health Lead and Lead First Aider and Administrator.

4. Level of Supervision

- Direction and Supervision will be provided by the Deputy Head, Behaviour and Welfare.

5. Summary of Main Terms and Conditions

- The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	<ul style="list-style-type: none"> • Grade K (points 35 - 37) on the NJC pay spine for Support Staff.
Salary	<ul style="list-style-type: none"> • The salary range is £44,711 - £46,731 per annum (pro-rata).
Starting Salary	<ul style="list-style-type: none"> • The starting salary will normally be at the minimum of the salary scale unless incremental points are awarded for skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	<ul style="list-style-type: none"> • 37 hours a week over 5 days per week during the specified working weeks. • Hours of work (start and finish times) will be as agreed with the line manager. • Due to the nature of the role some flexibility in working hours will be required to respond to the needs of the school and students.
Working Weeks	<ul style="list-style-type: none"> • Year round, except for approved holidays • Staff are generally not expected to request time off for holidays etc. during term-time unless in exceptional circumstances.
Holidays	<ul style="list-style-type: none"> • Annual leave entitlement is 23 days per annum (26 days after 5 years' continuous service) plus an additional 8 Bank Holidays and 4 additional days allocated by the School.
Probationary period	<ul style="list-style-type: none"> • New appointments are subject to successful completion of a six month probationary period (or 1½ terms).

Supervision of / support for students

- As part of your responsibilities you may be required to assist with the supervision of students at break or lunchtime, or assist with students during Form Time, or with assisted reading as part of your working hours.

Notice period

- A minimum of 12 weeks, in writing, to terminate at the end of a calendar month.

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job commensurate with the grade and job role.

MYTON  SCHOOL

**CONDITIONS OF SERVICE FOR SUPPORT
STAFF**

Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

Notice Period

You are required to give two months' notice in writing to terminate your employment.

Annual Leave

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

Pre-employment checks

ID Checks: We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK. <https://www.gov.uk/government/publications/right-to-work-checklist>

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

MYTON  SCHOOL

SUPPORT PROGRAMME FOR NEW STAFF

Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Early Career Teachers (ECTs)

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop- in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.