

Whitstone School  
*inspiring futures*



ASSISTANT HEADTEACHER  
BEHAVIOUR AND CULTURE  
DESIGNATED SAFEGUARDING LEAD

## Letter from our Headteacher

Dear Applicant,

Thank you for your interest in joining us at Whitstone School. I hope that the information contained within this pack provides sufficient information for you and helps you to decide if you have the right qualities, skills and experience to apply for the position.

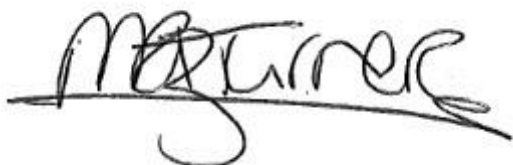
I am extremely grateful to be the Acting Headteacher of such a great school and of course, I am so proud of our wonderful students and our excellent team of staff who make Whitstone School a 'good', exciting and dynamic establishment. Whitstone School is a fully inclusive, comprehensive school which serves the community of Shepton Mallet and surrounding areas. We are a small rural school with big morals. Our values of Ambition, Respect and Excellence alongside our tagline of 'Inspiring Futures' highlights our responsibilities in ensuring that, regardless of starting point, background or prior attainment, our students achieve their full potential and are well equipped to deal with life beyond the school setting.

Our latest 'good' Ofsted report, from April 2022 along with our Challenge Partners review in December 2023 highlights that Whitstone School is a 'happy community school' with a strong respectful culture. Our recent accredited Area of Excellence from Challenge Partners sets us above other schools as the only one (primary, secondary and special) across the country that has received the accreditation for Staff Development/Investors in People. Whilst we know as a school this is true of our students, staff and our approach to education, it is always wonderful to hear such lovely feedback from both sets of inspectors/reviewers.

To apply, please submit a covering letter of no more than two sides of A4 setting out the skills and experience you would bring to this role and complete the application form. For further details about the school, please visit our website <http://www.whitstoneschool.org/>. Preliminary conversations regarding the role can be arranged by contacting Miss Lara Schofield at [lara.schofield@whitstoneschool.org](mailto:lara.schofield@whitstoneschool.org)

I look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Maz Turner', with a long horizontal stroke underneath.

Ms Maz Turner

Acting Headteacher



## Welcome to Whitstone School

Whitstone School is a thriving comprehensive school offering young people the opportunity of a bright future. Our staff inspire students with their passion for teaching, their care for all learners and the desire they show to help every child to succeed. Our beautiful school site and investment in learning spaces provides an environment in which students excel.

The Whitstone School community is built upon a shared commitment to supporting our students in their goal to achieve high standards in all that they do. We believe that the education we provide equips our young people to be happy, successful adults and gives them the skills and attributes they need to be fully prepared for life after secondary school. Student conduct in lessons and around the school site is excellent. Our students tell us that this helps them to access learning and to feel safe, respected and valued.

At Whitstone School, we firmly believe that the inspiring experience our students receive in the classroom is instrumental in their learning and academic development. We are truly proud of our highly trained teachers and we place great emphasis on their continual development to ensure that the lessons our students receive are at the cutting edge of educational research and thinking. Our highly motivated and skilled staff focus relentlessly on the experience our young people receive in the classroom. We are proud of this focus on learning and see the benefit in the continued academic success of our students.

Our school community is very aware of the importance of a secure, happy and caring school environment in allow young people to succeed. Whitstone School has established an excellent reputation throughout Somerset as an inclusive and caring school; being large enough to offer an innovative and inspiring curriculum to all students, whilst of a scale that ensures all students are well-known and their needs clearly understood. Our House system, complete with student leaders, inter-House competitions and House charities, develops both a sense of belonging and encourages peer support and guidance. The Shepton Mallet Leisure Centre, owned by our school, provides a clear connection with our wider community and also offers our students excellent sports facilities.



## Assistant Headteacher

### Behaviour and Culture / Designated Safeguarding Lead: Job Description

#### Assistant Headteacher - General

- To lead on key aspects of school improvement as outlined in the school improvement plan and included in the respective section of the SLT roles and responsibilities document.
- To contribute to the leadership of innovative approaches to improving student outcomes.
- To ensure that the aims of Whitstone School are put into practice and that high standards of work and behaviour are maintained.
- To help manage the day to day operation of Whitstone School.
- To be prepared to teach designated classes according to the Whitstone School timetable.
- To line manage a designated range of teaching and/or non-teaching staff.
- To contribute to the self-evaluation process and monitor the quality of teaching and learning across the whole school.
- To participate in supervision of Whitstone School outside of the school day.
- To undertake any task as directed by the Headteacher.
- To follow safeguarding procedures and being aware that the safety and well-being of students is the responsibility of all members of the school community

#### Assistant Headteacher – Behaviour and Culture / Designated Safeguarding Lead

- To develop, lead and review the behaviour for learning policy and structures relating to behaviour for learning in school, including that involving our school uniform.
- To develop and oversee rewards as a method for recognising student effort, progress and attainment.
- To provide support for staff in effectively managing behaviour for learning, develop training in this area and ensure that staff are able to de-escalate situations.
- To line manage the House Leaders, Head of Year 7, PSHE Lead and the DDSL. Coordinating weekly meetings and ensure effective communication between the team.
- To develop the school's liaison with parents and share good practice where available.
- To develop the Student Leadership programme.
- To ensure the school meets all safeguarding obligations and that all staff adhere to the school's safeguarding policy.
- To develop partnerships with local primary schools to ensure a supportive and successful transition process.
- To rigorously monitor and track attendance and punctuality of all students, leading on a whole school and multi-professional approach of attendance support and challenge.
- To provide training to all staff regarding safeguarding which reflects both current national areas for focus and also covers local issues and e-safety.
- To maintain effective safeguarding records, attend safeguarding meetings and liaise with external agencies where appropriate.
- To be the schools Mental Health Lead, working with key agencies such as CAMHS and MHST.
- To create a culture and ethos in school which is celebratory, caring, supportive and respectful within all areas and between all members of the school community.

#### Person Specification

Qualification	Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• An honours degree (or equivalent)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Evidence of professional development</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Be a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead</li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>• To hold, or working towards, NPQSL</li> </ul>		✓

<b>Experience</b>		
<ul style="list-style-type: none"> <li>• A proven track record working as a successful Middle Leader in one or more secondary schools</li> <li>• Use of innovative and effective approaches to the development of teaching and learning and/or pastoral provision</li> <li>• A proven track record of providing vision and leading change and effective improvement strategies to raise standards for students of all abilities</li> <li>• Experience of Ofsted processes</li> <li>• Successful experience of working in partnership with other organisations and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Demonstrate ability to manage the process of change effectively and thereby deliver major projects through to a successful outcome</li> <li>• Thorough knowledge and understanding of national priorities, current curriculum development and an ability to design and implement an innovate curriculum based on students' needs</li> <li>• Proven strong, effective leadership and people management skills</li> <li>• Ability to analyse and interpret student data and set challenging, but realistic performance targets</li> <li>• Ability to work effectively as part of the Academy team and with Trustees, Sponsors, students, parents/carers, stakeholders and partners beyond the education sector</li> <li>• Ability to think strategically, creatively and to prioritise</li> <li>• Excellent communications (including written, oral and presentation skills) and interpersonal skills</li> <li>• Ability to meet deadlines and to delegate effectively</li> <li>• Ability to learn from students, parents, Trustees and other partners</li> <li>• Resilience and stamina when faced with complex and demanding situations</li> <li>• Ability to inspire and motivate staff and students and retain the trust of parents</li> <li>• Flexibility and adaptability</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>• Have a clear view of appropriate personal work/life balance</li> <li>• Outstanding emotional intelligence</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	

### Application Form

To access an application form, please visit our website at <http://www.whitstoneschool.org/>.

Closing date: Midday Friday 17th May 2024

Interviews: Week commencing Monday 20th May 2024