



**Brighter Futures Learning
Partnership Trust**
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Job Description

JOB TITLE: Deputy Headteacher – Leading on Safeguarding, Inclusion & Attendance

BAND: L8 – L12 (£59,167 - £65,286)

RESPONSIBLE TO: Headteacher, The Governing Board and Brighter Futures Learning Partnership Trust

Overall Responsibility:

Responsibilities as a Class Teacher:

- Work as a member of the team to ensure a high standard of education provision for pupils
- To be an excellent classroom practitioner and lead by example at all times
- Actively participate in whole school self-evaluation and school improvement planning
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Undertake duties of a teacher as specified within the school
- Work with colleagues to monitor children's progress and attainment and continue to raise standards.
- Be responsible for leading and co-ordinating curriculum development, planning, teaching and learning within key stage assessments, to have a thorough grasp of the national curriculum and seek to raise attainment
- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities

Leadership Responsibilities for Safeguarding, Inclusion and Attendance at Dunsville Primary School:

- To provide strategic vision, leadership and direction for the continuous development of Safeguarding, Inclusion and Attendance practices across the school.
- To have the strategic overview of the day-to-day operations of Safeguarding, Inclusion and Attendance across the school, including effective deployment of staff and line management of all Inclusion and Pastoral staff.

- To be the school's Designated Safeguarding Lead and part of the Stay Safe Team supporting pupils with needs.
- To lead on evaluating and improving the Safeguarding, Inclusion and Attendance provision across the school in order to align practice and raise attainment
- To research, develop and share best practice with respect to national developments in improving school attendance for pupils, inclusion provision and safeguarding practices.
- To integrate quality self-evaluation within Inclusion and Attendance in order to support continuous improvement.
- To work with parents/carers and external agencies to support pupils and families with pastoral needs.
- To contribute to the School Development Plans to ensure that Safeguarding, Inclusion and Attendance provisions are prioritised and at the heart of school improvement; as well as contributing to development of whole school policies, procedures and strategic planning.
- To support the Headteacher and Senior Leadership Team in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- To lead weekly inclusion/attendance team meetings with the relevant staff.
- To use data effectively to identify attendance of students who are underachieving and, where necessary create and implement effective attendance plans of action.
- To drive and develop effective QA of Inclusion and Attendance, in line with school and Trust policy.
- To implement Trust policies and school policies relevant to the role and review effectiveness, refine and launch.
- To maintain, implement and monitor Health and Safety policies in line with regulations and expectation.
- To undertake other reasonable duties as requested, in accordance with the changing needs of the school.
- Be a core member of the schools' leadership teams and regularly contribute to whole school strategic leadership meetings.
- Drive opportunities of the wider life and ethos of the school, ensuring accessibility and equity for all.
- Promote the Personal Development opportunities for pupils and the Trust pledges across school ensure all pupil groups are included.
- Demonstrate consistently high standards of personal and professional conduct, acting within the statutory frameworks, which set out their professional duties and responsibilities.

Safeguarding

- To acknowledge that the Safeguarding of pupils is at the forefront of the school and to continually promote safeguarding on a daily basis.
- To be continually alert to any behaviour which is a cause for concern.
- To comply with the school safeguarding policies ensuring that they are used as a live document of everyday life in the school.
- To promote a culture of raising concerns and supporting pupils and colleagues to bring any concerns to the attention of any SLT member in the school.

- To champion a culture of safeguarding children in every duty that you undertake, making sure that appropriate policies in school are always followed.
- To understand, uphold and continually champion Fundamental British Values in the school, modelling the behaviours that as a school we value.
- To challenge any behaviour that is in contrast to the Fundamental British Values.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependent on need, you may be deployed across the Trust



Person Specification

JOB TITLE: Deputy Headteacher – Leading on Safeguarding, Inclusion & Attendance

GRADE: L8 – L12 (£59,167 - £65,286 per annum)

RESPONSIBLE TO: Headteacher, The Governing Board and Brighter Futures Learning Partnership Trust

Experience	Essential	Desirable
<ul style="list-style-type: none"> • A variety of teaching experience across the primary age range (minimum five years + EYFS/KS1/KS2) • Recent leadership, management and development experience in a primary school • Experience of working in KS2, including significant and successful experience of working in Year 6 • Experience in the strategic leadership of Safeguarding, Inclusion and Attendance at a whole school/ wider Trust level • Experience of working with other agencies, parents and carers. • A proven commitment to improve the quality of Inclusion and Attendance provision at a whole school level • Ability to use ICT to support learning and professional duties • Ability to ensure all paperwork and record keeping meet the required standard • Experience of successfully mentoring and supporting colleagues 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Qualifications		
<ul style="list-style-type: none"> • A recognised teaching qualification • A satisfactory enhanced DBS record check • NPQH qualification or the desire to work towards • First Aid certificate 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Personal qualities		
<ul style="list-style-type: none"> • A commitment to promoting the school's aims and ethos 	<p>✓</p>	

<ul style="list-style-type: none"> • A commitment to raising levels of attendance across school and pupil engagement in wider curriculum opportunities • To have a commitment to inclusive and increasingly personalised education • A proven excellent classroom practitioner demonstrating an understanding of the individual needs of the pupils in terms of the curriculum, spiritual, personal & social development and behaviour • An aspirant leader, who can take others with them, leading by example • The ability to inspire trust, confidence and motivate staff to do their best • Be well organised and able to use own initiative creatively • Be a good team leader, able to manage change effectively • Adhere to the Trust's Code of Conduct • Willing to support the school's Personal Development offer for pupils. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Knowledge and Skills		
<ul style="list-style-type: none"> • Have a well-developed working knowledge of Inclusion and Attendance Provision: expertise and experience in meeting a variety of needs. • Experience of leading others within Inclusion to secure the most effective ways of working • Experience of being an effective Maths or English subject leader • Skills in partnership working with parents, carers, and professionals • Knowledge of how to secure ambitious expectations for all pupils with pastoral needs and/or attendance barriers • Understanding of the DfE's Attendance strategy and associated legal documentation. • Strategies for ensuring inclusion • Data analysis skills and the ability to analyse barriers and next steps to raising attendance 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Completed application forms should be sent to: vacancies@brighterfutureslpt.com

Applications should be received by 9am Friday 15th November 2024.

Visits to the school are welcome. Please telephone the school (01302 882958) to arrange to visit on one of the following dates:

Tuesday 5th November 4pm

Wednesday 6th November 5.15pm

Thursday 7th November 5pm

Monday 11th November 5pm

The interview date is to be confirmed.

*Please note that if you have not been contacted by Thursday 21st November 2024 you have not been shortlisted for interview.

Good luck with your application.