

HaggerstonSchool

Information Pack

Deputy Designated Safeguarding Lead



Aspiration | Creativity | Character

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Haggerston School

Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Friday 5th February 2021**. Alternatively, you can also request and submit your application by email at: recruitment@haggerston.hackney.sch.uk. If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or recruitment@haggerston.hackney.sch.uk.

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Ciara Emmerson', written on a light-colored rectangular background.

Ciara Emmerson - Headteacher

THE HAGGERSTON WAY - OUR MISSION

Aspiration

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

Creativity

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

Character

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



STAFF REWARDS AND BENEFITS

Incentives:

- Generous **annual leave allowance** for support staff
- **Childcare Vouchers**
- **Cycle Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching

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- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry

EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
 - Support staff who have dealt with issues around abuse
 - Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
 - Encourage the development of self-esteem and resilience
 - Ensure children know that there are adults in the school whom they can approach if they are worried
 - Ensure there is a member of staff designated for the support of 'Children in Care'
-
- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
 - Regularly review and update our procedures, policies and practices
 - Work with parents and carers in partnership to create positive relationships that safeguard children and support families
 - Work with agencies to share information and support families
 - Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



The strong sense of community across the school ensures that differences are recognised and celebrated.

OFSTED, 2017



Haggerston School

JOB DESCRIPTION

Post Title:	Deputy Designated Safeguarding Lead
Responsible to:	Deputy Headteacher - Engagement & Safeguarding
Grade:	PO2
Status:	Permanent, Term Time plus 5 days, 36 hours/week

This post is a term time plus 5 days role requiring the post holder to work throughout the school term time plus 5 additional days during school holidays. The hours of work will be 8:30am – 4:45pm (4:30pm Fri) daily which equates to a 36 hour working week. There will be some periods of school closure during holidays where the post holder will not be able to work (these days are usually specified days in the Christmas holidays and a specified week in the early part of the summer holidays). The post holder will normally be expected to come into school for a minimum of 5 days during the last two weeks of the

summer holidays. There will be a need to attend meetings away from the school and outside of normal working hours.

It is expected that the post holder will carry out his/her responsibilities within this framework.

CORE FUNCTIONS OF THE ROLE:

To work under the direction of the Designated Safeguarding Lead, to implement robust safeguarding and child protection policies, procedures and practices.

To ensure the school's child protection policy is known, understood and used appropriately; to lead in providing specialist advice, support and challenge to staff in relation to safeguarding and child protection and manage projects and programmes pertaining to the promotion of children's education, health and well-being.

To have operational responsibility for the management of referrals to internal professionals and external agencies; attending meetings in relation to safeguarding and child protection.

To co-ordinate and instruct the Assistant Heads of School in their work in relation to safeguarding and child protection.

Specific Responsibilities of the post

1. To promote the development of a culture of safeguarding in the school; this includes developing, monitoring and reviewing the internal policies and systems in relation to safeguarding and child protection.
2. To have responsibility for monitoring and assessing the impact of safeguarding and child protection practice at every level in the school and identify risks and communicate those risks to the Headteacher and Designated Safeguarding Lead.
3. To provide advice to the Headteacher, Designated Safeguarding Lead and staff on the day-to-day management of children where there are safeguarding and child protection concerns.
4. To develop and have operational responsibility for referral systems which promote the sharing of information and a common approach to keeping children safe.
5. To receive safeguarding concerns and respond appropriately by ensuring the appropriate reporting procedures are followed and the best interests of the child are prioritised.
6. To manage and ensure that initial investigations are carried out in accordance with local and national guidelines.
7. To attend multi-agency case conferences, strategy discussions and other safeguarding and child protection meetings.
8. To plan, co-ordinate and review the provision and interventions for safeguarding children.

9. To plan and co-ordinate the early identification of vulnerable children and families.
10. To establish rapport and build a respectful, honest and trusted relationship with children and their families and communicate effectively with them, ensuring that their views and wishes are heard, and recorded accurately.
11. To promote collaborative working and the sharing of best practice among staff and the school's external partners, which complies with all statutory and regulatory requirements on safeguarding and child protection.
12. To produce timely and accurate reports and presentations on safeguarding and child protection for the Headteacher, Designated Safeguarding Lead and Senior Leadership Team.
13. To lead in monitoring the progress of Looked After Children (LAC); including attend LAC meetings and ensure there is effective liaison with external colleagues and information sharing.
14. To maintain update to date knowledge in all areas of safeguarding and related topics.
15. To keep abreast of local and national policy developments in relation to children's well-being, safeguarding and child protection and update the Headteacher, Designated Safeguarding Lead and staff as appropriate.
16. To manage projects and programmes in relation to the promotion of children's educational progress and attainment, health and overall well-being.
17. To contribute to the daily duty rotas for supervision of students and detentions to support with the smooth running of the school and ensure students' safety around the school site.
18. To cover administrative duties in the event of staff absences.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the School, following appropriate consultation.

PERSON SPECIFICATION

Education and Training

- A good level of education including GCSE Maths & English grade A*-C and A Level / NVQ 3 qualifications (E)
- A sound working knowledge of Microsoft office software (E)
- Educated to degree level in a relevant discipline. (D)
- Professional training in Safeguarding and/or Adolescent Mental Health (D)

Experience

- Working with children and young people (E)

Knowledge and Skills

- Excellent communication (oral and in writing) and interpersonal skills (E)
- Proactive with good use of own initiative and common sense (E)
- To know when to take decisions and when to defer (E)
- Ability to prioritise and work within project teams appropriately and effectively (E)
- The ability to manage highly confidential information and exercise discretion (E)

Personal Attributes

- Ability to work co-operatively, both independently and as part of a team (E)
- Committed to equal opportunities and working in a multi-cultural environment (E)
- Enthusiastic and self-motivated, committed to the safeguarding and welfare of young people (E)
- Ability to display a calm, tactful and responsible attitude (E)
- Flexible approach and ability to adapt to change within the working environment (E)
- Ability to give and take instruction in a professional manner and work on own initiative (E)
- Ability to attend meetings off site and outside of normal working hours (E)

Deputy Designated Safeguarding Lead
36 hours per week, Term Time +5 days
Grade: PO2 £38,442 - £39,462 FTE (£34,018 - £35,715 pro rata)
Job Start: Immediately

We wish to appoint a Deputy Designated Safeguarding Lead, to implement robust safeguarding and child protection policies, procedures and practices. To lead in providing specialist advice and manage projects and programmes pertaining to the promotion of children's education, health and well-being.

Haggerston School is a mixed school with a sixth form since 2010, judged 'good' by OFSTED in March 2013. That OFSTED report noted: *"the school has gone from strength to strength since the last inspection. Students now make good progress and almost all achieve well."*

We are looking for someone who:

- has experience working with children and young people.
- has excellent communication and interpersonal skills.
- has the ability to prioritise and work with project teams.

We can offer you:

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- children and young people who are eager to learn and progress.
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here.
- an excellent physical environment recently refurbished and extended under BSF.
- a school committed to your professional development.
- work in a team where your skills, enthusiasm and hard work will be appreciated.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

Application closing date: Friday 5th February 2021
Interview and assessment date: Wednesday 10th February 2021

We are a diverse community. committed to equality, and welcome applications from candidates from black and ethnic minority backgrounds.

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



Haggerston School

APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check
- a satisfactory enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

WARNING

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the Disclosure and Barring Service.