



WHITMORE
HIGH SCHOOL

Assistant Headteacher
&
Designated Safeguarding
Lead

December 2024
Information for Candidates

LEARNING WITHOUT LIMITS

A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining Whitmore High School as Assistant Headteacher/Designated Safeguarding Lead (DSL). I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture permeate the school, and the pride that our staff and students have at being part of Whitmore.

Whitmore is an oversubscribed, inclusive, high achieving school for students aged 11 to 18. Our school reflects the diversity of our local Harrow community and we work hard to maintain a strong local reputation. We use the advantage of being a large school to offer a very broad curriculum in each key stage and develop expertise in all areas of school life. Our 270 students per year group include students in our two designated SEND provisions (autism and physical disability), and we have a vibrant Sixth Form of 375 students. Our expectations of staff and students are very high, and a combination of their dedication and our well-embedded culture are the basis of the success we achieve.

We are a school that believes strongly in collaboration, within and beyond the school. We work closely with other high schools, including as part of a Sixth Form Collegiate in Harrow, and with our local primary schools. We benefit from excellent facilities with our buildings being 14 years old.

We are looking for an Assistant Headteacher/DSL to join our Senior Leadership Team who will share our vision of excellence, our commitment to collaboration, and our focus on inclusion and meeting the needs of every student. They will have the highest standards and expectations of everyone within our school community, and will display integrity and empathy.

We will support your personal and professional development and work with you to contribute positively to Whitmore High School and education within Harrow. Candidates who require further development to fulfil the role's responsibilities will receive comprehensive training in key areas.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and Whitmore High School may be right for you. The appointment process is outlined towards the end of this pack.

Yours sincerely,

J.E. Rebbitt
Headteacher

About Whitmore High School

Whitmore High School is a high achieving, oversubscribed and successful comprehensive school for students aged 11 to 18, based in the London Borough of Harrow.

Our website can be accessed via <https://whitmore.harrow.sch.uk/>

Culture and Ethos

We value our rich, diverse community. We care for our students as individuals and support them to be happy, confident and successful young people. We stretch and challenge them to achieve their very best in all aspects of school life, and we provide a wide range of pastoral and extra-curricular opportunities to enrich their personal development and wellbeing. We are proud to be an inclusive school and welcome students with SEND.



Our Aims

At Whitmore High School we aim to provide the best possible education for all our students by:

- Promoting a broad and balanced curriculum in which students take an active part in their own learning.
- Recognising the needs of individuals, placing suitable high demands on them and stimulating them to achieve success.
- Encouraging students to aim for the highest standards of work and behaviour at all times.
- Creating an ordered and friendly community where relationships are positive and founded on courtesy, respect and shared values.
- Acknowledging the importance of links between home, school and the wider community.
- Maintaining a spirit of constructive self-criticism, regularly considering improvements to existing practice.

Student Performance

Student progress at Whitmore is strong and reflects our emphasis on valued qualifications for all groups of students. We focus on success for *all* students by delivering an engaging and well-sequenced curriculum, recruiting and retaining high quality staff, and using information effectively

to target adaptations and support. OFSTED judged the school to be 'Outstanding' in all categories in May 2015 and we continue to be committed to improvement in all aspects of the school's work.

Staffing

The school focuses upon appointing the best teaching and support staff, with outstanding subject knowledge, to ensure our students achieve their full potential.

	Number of Staff
Teachers	131
Teaching Assistants	24
Administrative & Pastoral staff	41
Site staff	4
Technical staff (ICT, technicians)	14

Senior Leadership Team

The senior leadership team consists of Headteacher, 2 x Deputy Headteachers, 8 x Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

Curriculum and Pastoral Support

Information about the academic curriculum at Whitmore is available on the school website at <https://whitmore.harrow.sch.uk/201/the-curriculum-1>

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, year heads, Form Tutors, our Counsellor, Learning Mentors and Teaching Assistants. We also work positively with a wide range of external agencies and voluntary groups.

The website and prospectus also contain information about extra-curricular activities as well as about pastoral support.





Job Description

The details outlined represent a supplement to the general duties of staff on the Leadership Spine, including Assistant Headteachers, as outlined in the Teachers' Pay and Conditions Document and the Teachers' Standards.

PURPOSE

Assistant Headteacher

To lead the development and running of the school, in liaison with the Leadership Team, Headteacher and Governors, so the highest possible standards are maintained across all areas of the school.

Designated Safeguarding Lead (DSL)

To take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).

REPORTING TO

Deputy Headteacher / Headteacher

MAIN DUTIES

Assistant Headteacher

- Work to ensure excellent outcomes and provision across all areas and key stages of the school
- Teach to a high standard across the 11-19 age range
- Support in the development and communication of the school's vision and ethos, policies, systems, organisation and processes
- Promote Equality, Diversity and Inclusion and ensure anti-discriminatory practice in all aspects of your work
- Provide strategic and operational leadership of key areas of the school's activities

The areas allocated will be discussed and agreed with the successful candidate

- Line manage linked middle leaders, overseeing the quality of provision in linked departments and year groups, ensuring regular and systematic reviews provide early identification of strengths/weaknesses and effective interventions as required
- Establish a culture of sharing good practice throughout the school and with other schools/organisations to secure excellent outcomes for all
- Develop a broad, balanced and coherent curriculum that meets the needs of all students
- Maintain high standards of behaviour and engagement and provide a safe, calm and well-ordered environment for all students and staff
- Champion and support the progress and personal development of vulnerable, disadvantaged and underachieving groups of students

- Support the development of high performing teams across the school by training, developing and coaching staff
- Contribute to the identification of training needs and the delivery of training activities
- Assist with the recruitment and retention of high quality staff
- Assist as required in ensuring the school meets all statutory safeguarding requirements and safeguarding provision reflects best practice
- Build and maintain positive working relationships among all members of the school community
- Attend meetings, working groups and committees as required
- Deal with urgent issues and emergencies calmly and promptly as they arise
- Assist with the supervision of students before school, at lunchtime and after school
- Contribute to an effective and rigorous Performance Management process
- Contribute to the effective and efficient day to day running of the school
- Carry out other tasks as reasonably required to meet the changing needs of the school

MAIN DUTIES

Designated Safeguarding Lead

- Managing referrals
- Line manage the Assistant Designated Safeguarding Lead (ADSL) and local partners providing safeguarding services
- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the 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 police where a crime may have been committed

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school

The above includes:

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely

Make sure records include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)

Where children leave the school (including in-year transfers):

- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Review filtering and monitoring provision at least annually

PERSON SPECIFICATION

The person appointed will need:

- To hold qualified teacher status, with a good honours degree and evidence of further professional development in preparation for the role of Assistant Headteacher
- Successful experience of teaching to a high standard
- Evidence of successful team leadership and management as a middle/senior leader, including managing change and leading innovations
- A commitment to continuous improvement and evidence of leading initiatives to raise standards
- To demonstrate strategic thinking and have experience in self-evaluation and development planning, including the effective use of data
- Successful experience of leading the development of teams and staff
- To seek training and continuing professional development to meet own needs

- To keep up to date with developments in education, both locally and nationally, and have a good knowledge of education theory and the statutory and legal framework within which a school operates
- To believe in the importance of team work and show evidence of successful collaborative work
- To lead by example with integrity, energy, empathy, resilience and clarity
- Excellent communication and interpersonal skills with a wide range of audiences
- The ability to build and sustain positive working relationships with staff, students, governors, parents/carers and other stakeholders
- To stay calm under pressure and plan/prioritise effectively
- To be a reflective, innovative practitioner
- To be committed to the comprehensive ideal
- A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- A commitment to the principles and practice of safeguarding all young people

Candidates should demonstrate how they meet the person specification in their application form, their supporting statement and the selection interview, including supporting tasks.

ADDITIONAL INFORMATION

Asylum and Nationality Act 1996

Under the Asylum and Nationality Act 1996 you will be required to prove your eligibility to work within the UK.

Disclosure and Barring Service

An offer of employment for this post will be subject to a satisfactory enhanced disclosure clearance with Children's Barred List check through the Disclosure and Barring Service in England and Wales.

Equalities

Whitmore High School is an equal opportunity employer. It is committed to make any necessary reasonable adjustments to the selection process, job role and working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed, the recruitment panel's decisions will be based upon an assessment of that person's expected capabilities once reasonable adjustments have been made.



How To Apply

We strongly encourage candidates to visit Whitmore High School before applying to get a better sense of the school and our culture and values. You are also welcome to have a discussion with the Headteacher, James Rebbitt, if there are areas you would like to discuss further before applying. Please contact Janina Butler, by email to: zachopoulosbuj@whitmore.harrow.sch.uk to arrange a tour / discussion or for any further information.

The timetable for appointment is as follows:

Deadline for submitting application: By 9.00am, Monday 13th January 2025
Notification to candidates invited for the selection day: By Friday 17th January 2025

To make an application please submit the following documents to
applications@whitmore.harrow.sch.uk

- a completed application form
- a 2-page personal statement outlining your suitability for this role, what you would bring to Whitmore and how your skills and experience match the demands of the post (font size to be no smaller than Arial 11pt)





WHITMORE HIGH SCHOOL



Porlock Avenue, Harrow HA2 0AD

Tel: 020 8864 7688 Email: office@whitmore.harrow.sch.uk

www.whitmore.harrow.sch.uk