

**Clifton High School**  
co-educational nursery pre-school to sixth form

Candidate Information  
**COMPLIANCE OFFICER**





# Clifton High School

co-educational nursery pre-school to sixth form

## Contents

|                                      |             |
|--------------------------------------|-------------|
| <b>Introduction to our School</b>    | <b>3-4</b>  |
| <b>Clifton High as a Business</b>    | <b>5</b>    |
| <b>Being a Clifton High Employee</b> | <b>6</b>    |
| <b>Ethos and Aims</b>                | <b>7-8</b>  |
| <b>Job Description</b>               | <b>9-10</b> |
| <b>Person Specification</b>          | <b>11</b>   |







# Clifton High School

co-educational nursery pre-school to sixth form

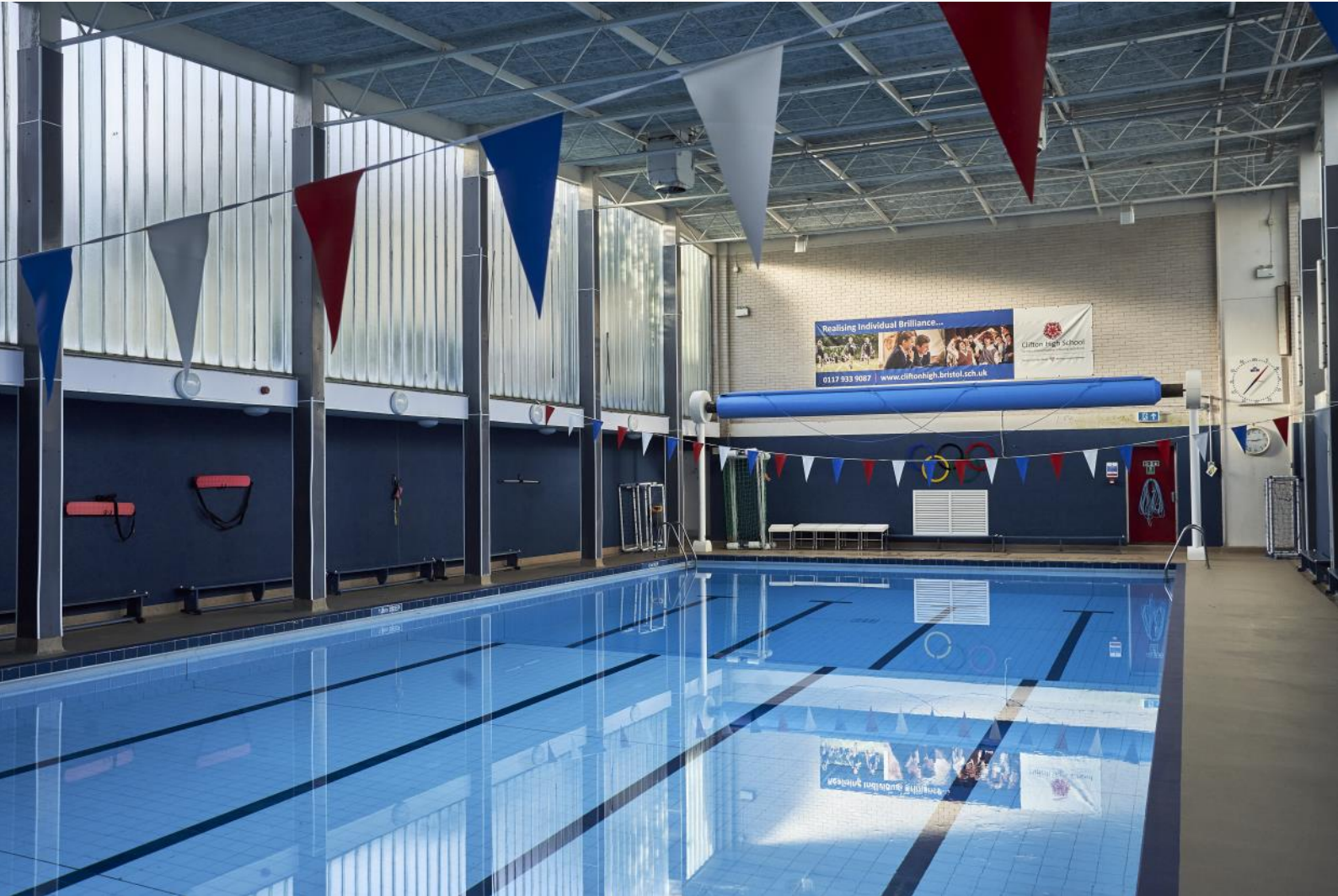
## An Introduction to our School

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school of approximately 630 pupils, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

We have a distinctive approach to education to ensure each stage of a child's education adapts to their learning needs, both academic and personal. As children progress through the school into the Senior School, the Diamond Edge Model of Education is adopted in Year 7-9. This is where boys and girls are taught separately in core subjects, providing the best of single sex and co-education. Research has shown, and our experience has borne out, that this gives our pupils the best environment in which to learn. At the same time our boys and girls benefit from having social interaction on a day-to-day basis which is crucial for their personal, social and emotional development.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully.





Academic success is extremely important to us at Clifton High School and we have a selective admissions policy. Our students receive excellent results, and year on year the majority go on to secure their first choice of university, with a good number of Oxbridge candidates too.

There is a firm belief, however, that there is more to school life than just good grades and we put as much emphasis on our pupils' development as on their achievement. Our pupils and young people want to extend themselves beyond the classroom to acquire new skills and develop character traits which will equip them for life. We support our boys and girls wholeheartedly as they embrace with conviction and enthusiasm the rich extra-curricular opportunities available to them. As a school, we believe that the privilege of excellent education brings with it responsibility, and we send young people out into the world who are ready to make a real and positive contribution to society.

Four 'Houses' named after the School's founders: Percival, Pears, Wollaston and Winkworth, offer community structure across all ages. Teaching takes place on one site for the whole school with facilities including music technology and ICT suites, a dance and theatre studio, a modern fitness suite, product design room, modern laboratories, and a dedicated STEM room.

There are bespoke resources for learning and for play, including an environmental pond, eco garden, vegetable beds, outdoor classroom, fire-pit and mud kitchen. On-site sports facilities include swimming pool, climbing wall and gymnasium, strength and conditioning room, outdoor multi-use games area, a fitness suite and a sports science laboratory. At our nearby multi-sports complex, Coombe Dingle (which is shared in partnership with the University of Bristol), there are international standard pitches, tracks and courts at which games lessons and sports fixtures take place. Modern technologies are embraced through teaching and as a forward thinking school, Clifton High is always looking to new and innovative ways to engage children in learning and their own personal development.

To find out more about our the different areas of our School, and school life, please browse our website: [www.cliftonhigh.co.uk](http://www.cliftonhigh.co.uk)





# Clifton High School

co-educational nursery pre-school to sixth form

## Clifton High as a Business

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. As such, all employees are representatives of the School and have a responsibility to market it. Our parents are our customers and are making big financial and emotional investments in our School. As such, the School and all its employees have a vested interest to deliver.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.

Although not an “International School”, Clifton High welcomes international pupils, embracing the cultural and social diversity they and their parents bring to our community.





## **Being a Clifton High Employee**

### **A lifestyle choice**

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

### **All Employee Expectations**

Clifton High School expects its staff to adhere to and demonstrate the School's values and required behaviours, setting the highest of standards. All employees are expected to understand the vision of the School and how their role can contribute to upholding this vision. There are numerous policies to guide and support staff, including a Staff Professional Code of Conduct. As part of our Medium-Term Strategy, we are introducing iPads and 'Bring Your Own Device' policies to enhance learning, as well as overhauling the Senior School curriculum to ensure Clifton High remains unique in the market; traditional, yet forward thinking. In addition, the School is a member of the Society of Heads, a partnership which advises on and fosters good codes of practice and high professional standards, and provides a supportive network to fellow member independent schools.

In a school of this size, with its own particular set of dynamics, flexibility and adaptability of staff are essential. Classes are smaller than most other schools offer, and so there is an expectation for staff to offer support for all pupils who require it. Furthermore, whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff, too, are encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. You will be encouraged to self-evaluate through an evolving performance development plan. As role models for our young people, you are encouraged to show planned and focused career development.

We very much want every individual to feel part of a community where every member of staff, whether it be teaching, support, business, administration or otherwise, is interdependent and shares its common goal and set of understandings—that we are an educational institution with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils! We must remember, too, that the parents are our customers, making emotional and financial investments to send their children to us.



# Clifton High School

co-educational nursery pre-school to sixth form

## The School Ethos and Aims

### Our Ethos

Our overarching school aim is simple: to realise individual brilliance.

Our small class sizes and focused tutoring allows us to know our pupils in ways not always possible in larger schools. Our School Ethos will help to create a community to support this:

At Clifton High School, we want to ensure that all pupils enjoy learning, see the worth in a holistic education and to try their very best. We want pupils to learn how to deal with success and defeat, and over time to discover their individual brilliance so that they can become passionate in their interests and, consequently, have fulfilling careers, providing the potential to live full and satisfying lives. Our School Ethos will celebrate the individual, in all the ways that we are different and ultimately all the ways each of us is unique. We should be proud of who each of us is; our sex, gender, gender reassignment, age, race, colour, nationality, ethnic or national origin, disability, sexual orientation, religion, faith or other beliefs. Clifton High School's ethos will look to create a safe culture in which our school aim, to realise individual brilliance, can be achieved.

### Values

Our aim and ethos are further supported by four key values which are embedded in our school community: Curiosity, Empathy, Love, and Direction.

**Curiosity:** From curiosity comes learning, the bedrock of any school. We aim to promote a sense of curiosity in all our young people, to instil a love of learning in all areas of school life, promoting informed questioning and debate alongside self-motivation and the passion to explore new ideas independently.

**Empathy:** You never really understand a person until you consider things from their point of view. We aspire to foster empathy in all our young people which will allow them to operate in a world which is dependent on human interaction and will give them the necessary skills and desire to change the world in positive ways. Empathy is the foundation of kindness and kindness the route to a fulfilling life.

**Love:** Love is the value that makes our relationships better, whether those relationships are with others or with oneself. Love for others means wanting what is good for them and can be achieved more effectively when one has love for oneself, providing self-confidence and resilience to face the challenges in the world. We also celebrate a love for the natural world, encouraging a passion for being outdoors and, consequently, nurturing a desire to preserve our planet for the generations to come.

**Direction:** We value aspiration and achievement in all things, both within and beyond the curriculum. We encourage the highest ambition and personal commitment and aim to support individuals to achieve the goals they set themselves. Having direction gives purpose and drives motivation.



# Clifton High School

co-educational nursery pre-school to sixth form

## Our Strategic Aims

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment

## What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Beautiful grounds and facilities enabling an outdoor and broad curriculum for our pupils





# Clifton High School

co-educational nursery pre-school to sixth form

## Job Description

|                    |                           |
|--------------------|---------------------------|
| <b>JOB TITLE:</b>  | <b>COMPLIANCE OFFICER</b> |
| <b>DEPARTMENT:</b> | <b>BUSINESS SUPPORT</b>   |
| <b>REPORTS TO:</b> | <b>FINANCE DIRECTOR</b>   |

### GENERAL QUALITIES

The Clifton High School Compliance Officer will ensure the School's policies and procedures adhere to, and reflect changes to, all regulatory educational requirements.

They will support leaders and managers in the review and updating of policies throughout the School year and be a key member of the team responsible for inspection preparation and success.

### SAFEGUARDING

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 school, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

### TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF THE COMPLIANCE OFFICER AT CLIFTON HIGH SCHOOL

This is a part-time, predominantly term-time position. The role is 20 hours per week, provisionally set as 9.00am – 2.30pm, Monday to Thursday, including a 30-minute lunch break, which is unpaid. Attendance at annual School events, and CPD days is required.

During the week of any inspection (RCI, or EQI and FCI), the Compliance Officer will be required to work additional hours to support preparations. This work will be paid via timesheet.

### MAIN RESPONSIBILITIES:

#### Compliance with Independent School Standards Regulations (ISSRs) and other regulations

- Keep Senior Leadership Team (SLT) appraised of updates to ISSRs and advise of any changes required to existing policies and processes. Distribute updates to the wider staff body as appropriate
- Work alongside policy owners to embed changes to ISSRs and other regulations into existing policies
- Review annual updates to Keeping Children Safe in Education (KCSIE) and anticipate upcoming changes to ISSRs
- Upload policies to ISI area of the School website, and upload documents via the ISI portal as required
- Consult with professional bodies (such as ISI) where needed
- Oversight of the Single Central Register to ensure that it is compliant with the latest requirements from DfE and ISI



# Clifton High School

co-educational nursery pre-school to sixth form

## Inspection preparation and inspection support

Support SLT in all aspects of inspection preparation, including:

- Preparation of the Self Evaluation Form (SEF)
- Audit of records that form part of ISI inspection (Safeguarding records, SCR, etc)
- Provide administrative support to SLT in the run up to and during ISI inspections

## Policies

- Manage a diary of policy reviews throughout the year, ensuring all policies are current
- Ensure the presentation and wording of all policies is consistent
- Upload policies to the staff, parent and public-facing areas of the School website as appropriate
- With SLT; create, consolidate and retire policies as regulations and the needs of the School require
- Keep up to date with policy best practice within the independent school sector, making appropriate use of templates and examples from other schools

## Other duties

- Provide compliance support to Estates and Operations Director, and Finance Director (GDPR, RIDDOR, H&S registers etc) as capacity permits
- Undertake additional training as needed

## COMMUNICATIONS

- Head of School, Council of Governors, Deputy Heads, Head's PA and Senior Administration Manager
- Members of staff across the School
- External regulatory bodies

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.**





# Clifton High School

co-educational nursery pre-school to sixth form

## PERSON SPECIFICATION

|  |   |
|--|---|
| <b>Skills and Abilities</b>                        | <ul style="list-style-type: none"><li>• Excellent organisational skills with the ability to programme a yearly cycle of policy updates</li><li>• Ability to prioritise own workload</li><li>• Ability to work with all levels of staff</li><li>• High standard of writing and communication</li><li>• High level ability with MS Office suite</li></ul>   |
| <b>Experience</b>                                  | <p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Experience of a role with a compliance component (HR, H&amp;S, Finance or similar)</li><li>• Experience interpreting regulations and statutes</li><li>• Policy drafting and review experience, maintaining appropriate version history and control</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Good working knowledge of education specific regulation: Keeping Children Safe in Education, Independent Schools Inspectorate, ISSRs, Ofsted, etc.</li><li>• Prior experience of school inspections process</li><li>• Experience of risk assessments and Health and Safety regulations</li></ul> |
| <b>Qualifications and Professional Development</b> | <p><b>Essential</b></p> <ul style="list-style-type: none"><li>• At least grade 6 (or equivalent) GCSE English and Mathematics</li><li>• Educated to at least A level</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Degree or relevant professional qualification</li></ul>  |
| <b>Personal Qualities and Competencies</b>         | <ul style="list-style-type: none"><li>• Very high attention to detail</li><li>• Commitment to the Safeguarding of our pupils</li><li>• Friendly, approachable, team player is essential</li><li>• Willingness to undertake training as required</li><li>• Flexibility to undertake any other responsibilities as may be reasonably required by the Head of School</li><li>• A willingness to be fully involved in the wider life of Clifton High School</li></ul>   |
| <b>Attitudes and Outlook</b>                       | <ul style="list-style-type: none"><li>• Boundless energy and vision</li><li>• Appreciation that this is a service industry. We are an independent school in a highly competitive market for fee paying pupils</li><li>• Ability to work under pressure and a capacity for hard work</li><li>• Appreciates the needs of the whole school</li><li>• Positive and proactive approach to change and a commitment to continuous improvement</li></ul>  |

*All of the aspects listed above will be assessed based on your application form and at interview*



**Clifton High School**  
co-educational nursery pre-school to sixth form

Thank you for showing interest in the role of  
**Compliance Officer**