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Staff Application Pack

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Staff Link: **Gregg Morrison**

Advertised Role: **Assistant Principal – Designated Safeguarding Lead**

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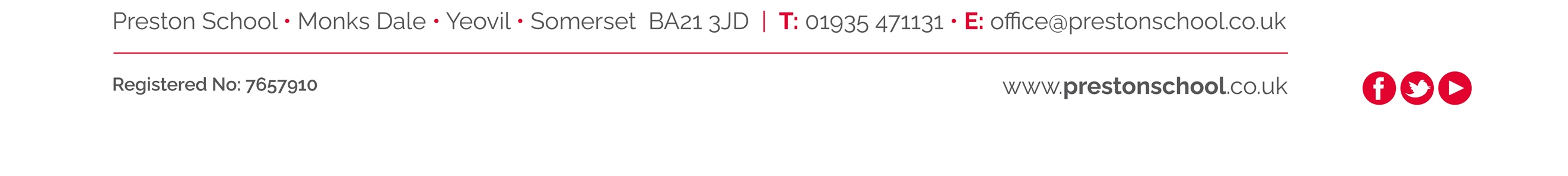
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# Preston School

Dear Colleague,

Thank you for your interest in our school and this role. I hope that the information included within this pack helps you in both deciding to apply for the role and what to write.

Are you a great teacher & leader or aspire to be one? If so, Preston School is the right school for you! We are a Business & Enterprise Academy that aspires to embody our strapline of ‘Bringing Learning to Life & Life to Learning’ for every student every day. We place a large emphasis on the development of character and personality of our students, alongside a relentless drive for improving progress in all of the subjects that they study.

We aim to be GREAT in everything that we do. Our student body are wonderful to work with and visitors to the school regularly comment upon the great learning environment within the school, personified by the excellent relationships between students and staff. We firmly believe in the core BASICs that the students are asked to follow, and we recognise that teaching is made easier when students are engaged with their learning - as ours are. At Preston, ‘teachers can teach and students can learn’.

This short video gives you an idea of what a special place to work Preston School is:

[](https://youtu.be/mM9wsKP6Y3M)

**(Ctrl click on the picture to watch our Why work at Preston video)**

You would join an ambitious, dedicated and cohesive SLT group who work hard to improve the school. We firmly believe in the value of CPD and development for all staff and each new member of teaching staff is given tailored coaching when they first join the school.

If you would like any more information on this post, please contact Jaclyn Surrey, PA to the Principal, on [vacancies@prestonschool.co.uk](mailto:vacancies@prestonschool.co.uk) . We will be able to arrange any one of the following:

* Tour of the school (with students or staff)
* Meeting with potential line manager/Principal
* Phone conversation with potential line manager/Principal
* Any other information that you would like to request



Gregg Morrison

Principal

# Assistant Principal Role

As a member of the Senior Leadership Team you would play an integral role in the development of the school. Your work would directly impact on the lives of our students and their families and you will feel rewarded working as part of a great team to support our community. We are always open to developing and improving our practice so the colleague appointed would need to bring innovation and a willingness to work collaboratively.

The BASICS are the structure upon which the school ethos sits. They help share our expectations of our students and are widely used and visibly referred to throughout the school. If a student successfully demonstrates all of the BASICS during their time in school they will not only experience a lot of success and reward whilst with us but they will also position themselves well to be successful in later life. The BASICS are the key ingredients that we all need to be successful in life and our way of helping students to aspire to improve every day.

The Pastoral and Safeguarding Teams that you would lead are excellent. Well-staffed and with excellent experience they make a difference to our students’ lives every day.

Thank you once again for your interest and we look forward to hearing from you and receiving your application.

Yours sincerely



Gregg Morrison

Principal

# Advert

Required for September 2021:

**Assistant Principal – Designated Safeguarding Lead** (Leadership Scale 11-15)

**1 year fixed-term contract in the first instance**

**Our aspiration is to be great in all that we do.  Are you a great teacher & leader or aspire to be one?  If so, Preston School is the right school for you!**

We are a Business & Enterprise Academy that aspires to embody our strapline of *‘Bringing Learning to Life & Life to Learning’* for every student every day. We place a large emphasis on the development of character and personality of our students, alongside a relentless drive for improving progress in all of the subjects that they study.

We aim to be **GREAT** in everything that we do. Our student body are wonderful to work with and visitors to the school regularly comment upon the great learning environment within the school, personified by the excellent relationships between students and staff. We firmly believe in the core **BASICs** that the students are asked to follow, and we recognise that teaching is made easier when students are engaged with their learning - as ours are.

This is an exciting time in Preston’s development to be joining a strong, supportive and cohesive Senior Leadership Team as we look to make the school even greater. We firmly believe that our BASICS underpin every student succeeding and we enjoy working in a purposeful, professional school. The role of ‘Assistant Principal – The BASICS’ is integral to the development of the school and the successful candidate will be lead across many areas crucial to us being even greater. The ability to teach English, Maths, Science, History, Music or ICT/Computing may be advantageous.

We would love to receive your application if you are:

* *someone with a ‘can-do’ attitude and aspire for Preston School to be* ***GREAT***
* *experienced in leading the pastoral and safeguarding work in a secondary school*
* *dedicated to enhancing the learning and lives of our students*
* *ambitious with high expectations of all, including yourself*
* *an excellent team player with the capacity to lead across the school*
* *committed to continually improving as a teacher, leader and person*

Information on the school and posts can be accessed from [www.prestonschool.co.uk/vacancies](http://www.prestonschool.co.uk/vacancies)

The post is subject to two references along with enhanced DBS check from Criminal Record Bureau and medical history check.

**We would encourage you to visit us prior to applying**. **If you wish to do so then please contact my PA, Jaclyn Surrey on** [**vacancies@prestonschool.co.uk**](mailto:vacancies@prestonschool.co.uk) **or 01935 403802.**

Please apply by downloading the application form from the school’s website and return completed with a covering letter to Jaclyn Surrey on [**vacancies@prestonschool.co.uk**](mailto:vacancies@prestonschool.co.uk) **.**

**Closing date: 9:00am on Thursday 20th May 2021**

**Provisional interview dates: Wednesday 26th May 2021**

# Job Description

## Main Purpose of Job

To lead and manage whole school achievement and development, in particular:

**The BASICS:**

Behaviour & Rewards

Attendance & Punctuality

Uniform

Engagement in learning

Alternative Provision & liaison with outside agencies and organisations

**Safeguarding (DSL role)**

In common with other colleagues on the Senior Leadership Team (SLT), the portfolio will be driven by the concept of personalisation to enable greater student outcomes for all

All SLT portfolios are designed to overlap to achieve complementarity, so that no leadership position works in isolation of each other

Each SLT role has a major focus on achievement and improving teaching & learning

Defined key strategic goals and objectives within the whole school action plan

**Line Management** – 1 x Learning Manager, Subject Leader(s), Student Support Officers (SSOs), Safeguarding Officer & PFSA

## Main Responsibilities and Duties

**Whole School Leadership**

Contributing towards and securing the school vision and ethos, as a senior leader

To lead our ongoing drive to have great: behaviour for learning, attendance & punctuality and uniform to underpin learning

To be the Designated Safeguarding Lead (DSL)

Raising aspirations and achievement of all students

**Individual Advice and Guidance**

Provide high quality care, advice and guidance for all students

Promoting and developing positive attitudes towards the learning experience

Lead the safeguarding provision within the school

Working closely with students to ensure support for their learning

Working closely with families to ensure support for students’ learning

Working with outside agencies to support the best possible outcomes for students

**Other responsibilities include:-**

Advisor to Governors Welfare Committee

## Facts and Figures

Leadership Spine: 11-15

Teaching commitment of 15 lessons per fortnight

Fixed term contract for one academic year in the first instance (budget-pending). **We would be willing to do this as a secondment for one year, with Preston School paying wages and on-costs in full.**

Line Manager – Principal

## Supporting Processes

**Decision Making**

Good decision-making skills, underpinned by sound educational and social values.

The ability to make difficult and at times unpopular decisions, and communicate these with school stakeholders.

To uphold and support the decisions made by the school’s governors and SLT.

**Physical Effort and Working Conditions**

School environment

Multiple steps covered per day!

## Additional Information

This job description is subject to the current conditions of employment contained in the School Teachers pay and Conditions Document, the Education Act of 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of governance. This job description may be amended at any time following discussion with the Principal and will be reviewed annually.

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Assistant Principal – The BASICS** | | | |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | * Degree * Qualified Teacher status * A commitment to ongoing CPD | * Safeguarding trained to at least level 3 * Evidence on ongoing CPD & learning * Other professional qualifications | Application form |
| **Personal Characteristics** | * A people’s person * Hard-working & resilient * A personal and genuine commitment to all students & staff * A positive can-do approach to education & challenges * An excellent role-model for students & staff * Highly-developed interpersonal skills & emotional intelligence * Ability to enjoy challenging work and continue to influence people positively * Enthusiastic, energetic, resilient and passionate * Committed to personal development and progression * Self-critical and reflective * A good sense of humour * Sky high expectations of students, staff and yourself |  | Application form  Interview Process  References |
| **Experience** | * A great classroom practitioner * Experience of raising student attainment as a teacher * Experience of raising student attainment as a leader * Proven track record of results for disadvantaged students * Designing & leading whole school initiatives to improve the quality of teaching and learning & improving outcomes * Supporting whole school initiatives to raise attainment from design and inception through to completion & evaluation * Experience of being part of a ‘Safeguarding Team’ in a school’ | * Experience of working within a SLT * Experience of working in more than one school * Experience of and a willingness to teach English, Maths, Science, History, Music or ICT/Computing * Experience of working in challenging circumstances * Experience of working with community partners and other schools * Oversight / co-ordination of a team of middle leaders | Application form  Interview Process  References |
| **Knowledge & Skills** | * Great personal leadership & management skills * Ability to communicate effectively to a range of different audiences * Strong interpersonal skills * Ability to coach colleagues to improve T&L * Knowledge of relevant educational research * Ability to effectively monitor, analyse and evaluate strategies * Ability to analyse data effectively to raise achievement and promote school improvement * Confident and competent in the use of ICT * Up-to-date understanding of educational developments and theories * Awareness of responsibilities in safeguarding young people | * Safeguarding trained to level 3 * Writing developmental documentation (SEF, SDP etc) * Experience of coaching colleagues to improve T&L | Application form  Interview Process  References |

# BASICS

**The steps to Great ……….**

By constantly achieving these BASICS you will be a Great Student at Preston

**Behaviour for Learning**

* To show respect towards all member of the school community and take responsibility for my own actions and the impact that they have on myself and others
* To always behave in a way that is appropriate and allows yourself and others to learn
* To not be verbally abusive to members of the school community or use blasphemy or swear words
* To be kind, caring, considerate and helpful towards all members of the school community and treat others in a way you would like them to treat you
* To listen to, accept and tolerate others views and beliers
* Behave in a way which allows you and others to feel safe and happy at school and follow the school Anti Bullying policy
* To represent myself and my parents and Preston School in an appropriate way in the local community
* To use the internet and IT safely and appropriately so not to endanger others or cause harm or upset.

**Attendance & Punctuality**

* To arrive at school on time each day
* To arrive at all lessons on time and fully equipped to learn

**Smart Uniform**

* To wear my uniform with pride and in line with uniform expectations
* To follow the schools expectations around hair, make up, piercings and jewellery

**Interest in Learning**

* To aspire to be the best I can in all that I do
* Always strive to achieve my target grade or better and complete all classwork and homework to the best of my ability
* Contribute to all learning activities within lessons including asking questions to help develop my own learning
* Take responsibility for my own organisation and learning and ensure I meet all deadlines for homework an coursework
* Respond fully and carefully to advice and feedback given to me by my teachers

**Can-do attitude**

* Keep working hard, even when it is difficult to do so
* Take on challenges, even if I am not sure if I will be successful
* Learn from making mistakes and do not let failure deter me from trying harder next time!
* Take part in a range of activities, within school and outside

**Smile**

* Engage positively with everyone at Preston School
* Smile, and be positive even when it is difficult to do so

# Prospectus

**[](https://www.prestonschool.co.uk/our-school/prospectus/digital-ebook)**

**(Ctrl and click on the picture to view our Prospectus)**

# Benefits

## Our Local Area

Yeovil is an English town and civil parish in the district of South Somerset. It is close to Somerset's southern boundary with Dorset, 130 miles from London, 40 miles south of Bristol, 6 miles from Sherborne and 30 miles from Taunton. Yeovil has two rail link (Pen Mill Station) and (Yeovil Junction) giving access to main routes such as Bristol Temple Mead



## Sports & Clubs

There are a wide variety of sporting activities available within the community. Here are just a few other activities on offer in the area.

* [Yeovil Golf Club](https://www.yeovilgolfclub.com/)
* [Hollywood Bowl](https://www.hollywoodbowl.co.uk/our-centres/yeovil)
* [Cineworld](https://www.cineworld.co.uk/cinemas/yeovil#/buy-tickets-by-cinema?in-cinema=8096&at=2018-04-26&view-mode=list)
* [NineSprings Country Park](https://www.southsomerset.gov.uk/yeovilcountrypark)
* [Goldenstones - Public Swimming Pool](https://www.ledleisure.co.uk/our-centre/goldenstones-leisure-centre-yeovil)
* [Yeovil Town Football Club](https://www.ytfc.net/)
* [Yeovil Rugby Club](https://yeovilrugbyclub.rfu.club/)

## Useful Links

* [Rightmove](http://www.rightmove.co.uk/property-for-sale/Yeovil.html)
* [Octagon Theatre](https://www.octagon-theatre.co.uk/)
* [Westlands Yeovil](https://www.westlandsyeovil.co.uk/)
* [Visit Somerset](http://www.visitsomerset.co.uk/things-to-do)

# Guidance on Applying

## How to apply:

Please complete the application form using the guidance notes below. CVs will not be accepted as a method of application. Please also complete the Declaration of Convictions form. Applications cannot be considered without a completed form.

Send both completed forms to [vacancies@prestonschool.co.uk](mailto:vacancies@prestonschool.co.uk) or by post to Jaclyn Surrey, PA to the Principal, Preston School, Monks Dale, Yeovil, Somerset, BA21 3JD by the closing date.

Receipt of application will be acknowledged by email.

## Guidance notes on completing the application form:

## Personal Details:

Please enter your personal details fully so we may contact you about your application

## Right to work in the UK

In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

## References:

Please give the names and addresses and e-mail of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview. If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends. In line with ‘Safeguarding Children and Safer Recruitment in Education’, written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

## Education/Qualifications/Training:

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

## Previous Employment/Activity:

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.

## Skills, Abilities, Knowledge and Experience:

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities.

Other information should include relevant information particularly related the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

## Disclosure of a Criminal Record:

IMPORTANT A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment. Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act. Obtaining police checks for period lived outside the UK If you have lived outside the United Kingdom (UK) for a period of more than 6 months within the last 5 years you will be required to provide a police check from that country to cover that period. If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you please contact us for further guidance. Further information regarding obtaining a police check from other countries is available via the Gov.uk website for guidance on criminal record checks for oversees applicants.