



Lancing College

Senior School & Sixth Form



**ASSISTANT HEAD (SAFEGUARDING)
LANCING COLLEGE**

INFORMATION FOR CANDIDATES



The College

Lancing College, which is part of the Woodard Corporation (which now consists of 21 independent schools and 5 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to work.

The College is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The College was graded 'excellent' in all categories and sub-categories in the 2017 integrated ISI inspection document which can be found here:

www.lancingcollege.co.uk/lancing-college/about/inspections

The school roll currently stands at its largest for many years with 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has 277 day pupils on roll at Lancing Prep Hove and 214 day pupils on roll at Lancing Prep Worthing. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A*–B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Mr Dominic Oliver, has been in post since September 2014.



Assistant Head (Safeguarding)

THE APPOINTMENT

This is a demanding and wide-ranging post. The following list therefore serves only as a summary of the main responsibilities. The Assistant Head (Safeguarding) reports to the Senior Deputy Head and ultimately to the Head Master. Careful consideration will be given to a teaching load which is commensurate with the particular demands of the role.

KEY TASKS

SAFEGUARDING

As Designated Safeguarding Lead take the lead in all Child Protection / Safeguarding matters; co-ordinating the child-protection procedures for the College. This includes all elements required of a DSL in [KCSIE 2023](#) and within that to:

- Be the first point of contact for/ with external agencies in all matters of child protection within the College;
- Be the first point of contact in safeguarding matters for parents, pupils, teaching and non-teaching staff at the College;
- Manage a team of Deputy DSLs and ensure their effective deployment, teamwork, accessibility and effective information sharing;
- Be responsible for the annual review of the school's Safeguarding and Child Protection policies and practice;
- Liaise closely and meet regularly with the DSLs at Lancing Prep Hove and Worthing, at Little Lancing and at the Equestrian Centre;
- Co-ordinate, arrange and maintain Safeguarding training for all College staff, volunteers, Governors ensuring that all staff are familiar with, and act upon, statutory guidance;
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding;
- Ensure the regular review and careful consideration of the school's policies for acceptable use and access of mobile devices and the dissemination of guidance to pupils, staff and parents;
- Be the nominated member of staff responsible for looked after children;
- Be the nominated member of staff with responsibility as the Mental Health lead;
- Refer case to the Channel programme where there are radicalisation concerns as required;
- Liaise with the child protection officer appointed by the Local Safeguarding Children Partnership (LADO);
- Receive refresher training every two years and keep knowledge and skills updated at least annually, including training in inter-agency working;
- Be the lead for the school in managing the appropriate protocol or escalating matters when there is disagreement between the school and other agencies about action keep a child safe;
- Work closely with the Safeguarding Board-Level Lead and with those on the Governors' Safeguarding Committee.



IN MANAGING AND NURTURING A SCHOOL-WIDE SAFEGUARDING CULTURE:

- Oversee the PSHE and RSE programme for all year groups, and participate in its delivery, acting as line manager to the PSHE Co-ordinator and ensuring quality control and appropriate consultation with pupils, parents and staff;
- Co-ordinate and deliver Safeguarding training for senior pupils;
- Convene, run and develop the school's pupil group of Diversity and Inclusion Champions and take a lead in fronting and developing the school's EDI agenda;
- Convene the Safeguarding Forum and attend the Governors' Safeguarding Committee;
- Manage, review and determine and take appropriate actions arising from entries into MyConcern and logs of bullying and sexual violence and harassment;
- Oversee, determine and run termly individual staff training via Educare;
- In conjunction with the Senior Deputy Head, manage the recruitment, selection and training of Peer Supporters and their ongoing supervision;
- Deliver specific anti-bullying training to groups of pupils/staff;
- With the Senior Deputy Head and the Assistant Head (Pastoral), co-ordinate the school's engagement in Anti-Bullying Week;
- Liaise closely with the Health Centre Manager, the school Counsellors and the Assistant Head (Pastoral);
- In liaison with the Senior Deputy Head, ensure a programme of engaging and challenging INSET training which supports highly-skilled staff with excellent pastoral resources;
- Provide support for staff as well as for pupils in welfare issues;
- Work closely with HR in ensuring safer recruitment processes are rigorously followed and ensuring that safeguarding interviews are conducted by those within the DSL/DDSL team for all with pupil-facing roles.

GENERAL:

- Deputise for the Senior Deputy Head or other senior colleagues wherever required or requested by the Head Master, the Senior Deputy Head or the Deputy Head;
- Assist the Deputy Heads with the organisation of, and preparation and planning for, ISI Inspections;
- Represent Lancing at appropriate external meetings, professional forums and conferences
- Address parents as required at the HM's Forum and assist with relevant open mornings, introductory days and new pupils' days;
- Be the Year Group Co-Ordinator for a designated year group. Organise and conduct Year Group Assemblies as appropriate;
- Write material for school and external publications;
- Attend meetings of the Executive Committee of the SMT, the H&S Steering Committee, HMMs, Matrons Pastoral Meetings;
- Assist the Senior Deputy Head with the annual revision of the Joining Instructions and safeguarding elements of the Staff Handbook;
- Oversee and write a set of reports each year at the Head Master's direction;
- Carry out any other duties as may be required by the Head Master commensurate with the role and salary level.



This role will require close liaison and team working with other members of the Exec SMT, particularly with the Assistant Heads (Academic, Pastoral and Co-Curricular) and the Senior Deputy Head.

TERMS AND CONDITIONS

- The role will be paid at an appropriate point on the SMT scale. There will be a significant timetable reduction attached to the role.
- Salary increases (other than inflationary awards) are made as a result of a biennial salary review process.
- The School currently provides access to the Teachers' Pension Scheme administered by Teachers' Pensions and governed by the Teachers' Pensions Regulations 2010 as amended from time to time. This may be subject to change on reasonable notice. Any increases in employer contributions from April 2024 onwards are funded by the teacher themselves.
- The School also provides an alternative defined contribution pension which is currently with Royal London. Teachers in this pension can change the School's contribution and their own contribution, within certain limits, to increase or decrease their own take home pay/ pension allocation – this is also known as a total reward package. Teachers in this scheme are also part of the School's death in service and income protection schemes.
- Any advance queries about these arrangements can be made via the HR department.
- Accommodation may be available. Rent and bills are payable. Meals are provided for resident staff during term time.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Kindergarten and Nursery level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time teachers, any fee remission will be pro-rata to the Teacher's weekly hours.
- The College operates a medical health insurance scheme. Staff are eligible to join after three months' service. The College will pay for membership, but this is regarded as a benefit in kind and is therefore taxable.
- Probationary Period - the employment will be subject to a probationary period of one year during which time the College may terminate the employment by giving in writing no less than four weeks' notice and the member of staff may terminate the employment by giving in writing no less than one term's notice.



Further Information

Applications should be made using the application form which is available from the College website www.lancingcollege.co.uk and returned to hr@lancing.org.uk. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of three referees, one of whom should be the candidate's current or most recent employer, should be included with the application. References will generally be taken up in advance of the interviews.

Early applicants may be invited for interview before the closing date and the College reserves the right to make the appointment before the formal closing date, so early applications are encouraged.

Informal conversations about the post may be arranged with the Senior Deputy Head, Hilary Dugdale, (hrd@lancing.org.uk) or with the Assistant Head, Safeguarding, Richard Dolan (rpd@lancing.org.uk).

The closing date for applications is Friday 8 December, although applications may be reviewed on receipt.

Round one of interviews are scheduled for the week commencing Monday 8 January 2024.

Round two of interviews will take place the week commencing Monday 15 January 2024.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

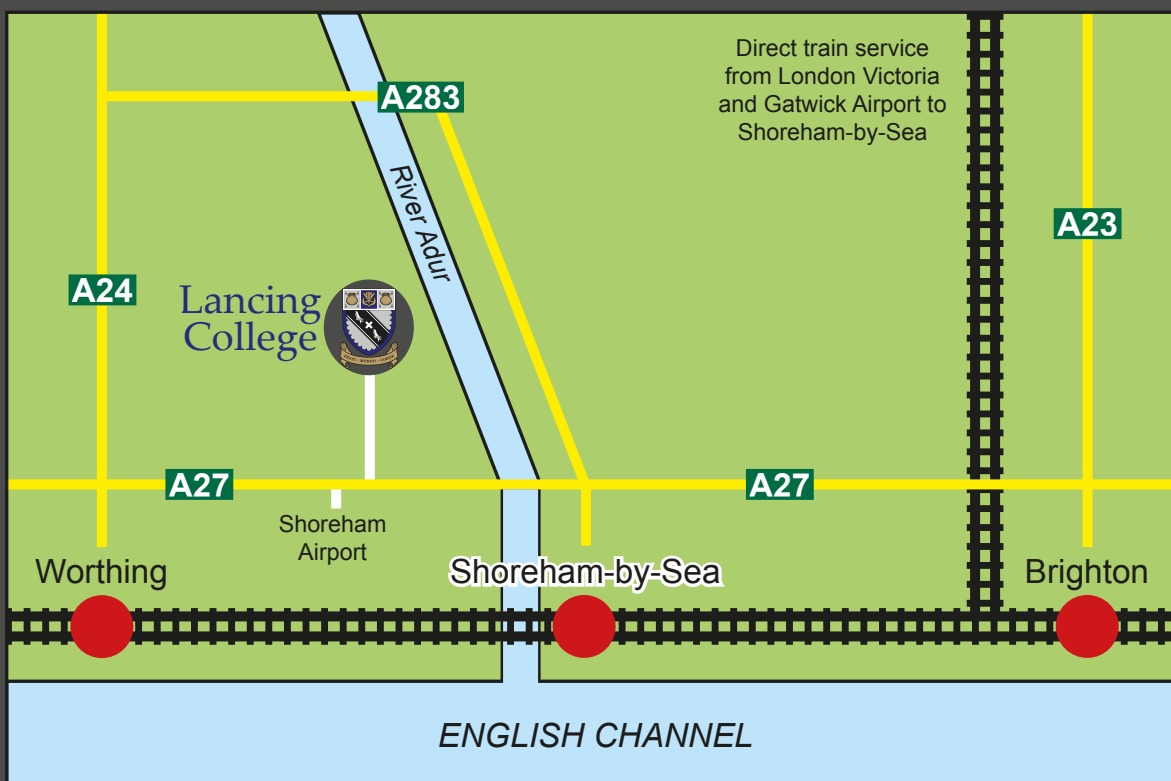
Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in *Keeping Children Safe in Education 2023*. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.

HOW TO FIND US



Lancing College is located to the north of Shoreham Airport on the A27
Taxis are available from Shoreham-by-Sea Station.

For further enquiries about this position
or the application process, please contact:

Human Resources

E recruitment@lancing.org.uk T 01273 452 213

LANCINGCOLLEGE.CO.UK