

Welcome to Sunbury Manor School

Deputy Headteacher (Safeguarding) Recruitment Pack



Commitment | Community | Responsibility | Kindness | Respect

www.sunburymanor.surrey.sch.uk



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Letter from Acting Headteacher

Dear Applicant,

Thank you for showing interest in the post of Deputy Headteacher at Sunbury Manor School. Sunbury Manor School is seeking to appoint a new Deputy Headteacher from September 2024.

Sunbury Manor is a mixed, 11-16 single trust Academy that encompasses 1100 students. We serve the communities of North Surrey and Spelthorne. We are proud of our 'comprehensive and inclusive' nature and we seek a Deputy Headteacher who is excited to help lead a school that represents all of its community and not just some.

The school is in a position where it would benefit from a Deputy Headteacher who can inspire, help to implement a clear strategic vision and bring people with them; alongside doing the hard work with students, staff and the community to bring change.

The School's financial situation is healthy and over the last two years, successful bids have resulted in the creation of extensive new buildings and improved facilities, including a Creative Arts building, refurbished Science labs and a new Dining area and building.

We are seeking the appointment of a dynamic and exceptional Deputy Headteacher, who has passion, energy and commitment, alongside the necessary skills and experience, to inspire staff to improve the learning and achievement outcomes for all students and moreover, help to regain our past successes with regard to academic achievement for all students, as well as equipping them for life in our modern world.

We are searching for an outstanding Deputy Headteacher who will have the qualities and passion to help steer the school, with skill and integrity, through the current challenging situation and then onward to the next important phase of our development. The implementation of our new Behaviour policy is in its infancy, but this is already showing positive results and is supported by the majority of stakeholders, all working towards the common aim of school success.

Our new Deputy Headteacher will be passionate about ensuring all pupils receive a high-quality educational experience and reach their full potential. An in-depth, knowledge and experience of Safeguarding will be essential for the applicant for this post.

Our school is committed to improving the quality of learning and teaching for all with a core body of enthusiastic and conscientious teachers and support staff who seek daily to achieve this aim. To support this goal, staff wellbeing and professional development are high priorities for the school.

The full and diverse Governing Body is strong and supportive, providing robust challenge, when required. The Trustees are proud of the school's commitment to raise academic standards and its distinctive supportive and caring ethos.

The established Senior Leadership Team consists of experienced professionals, who are loyal to the school and local community and who are committed to work tirelessly to ensure that students and staff are supported throughout the challenges ahead, in order to move to a more stable period for the school.

It is important to see the school in action; so please contact the PA to the Leadership Team (Amanda Cole) to participate in an arranged school visit/tour. The interview process will take place on site.

If you believe in working with all stakeholders and are prepared to invest your heart into our school, we welcome your application and look forward to meeting you soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Allan Cottle', written in a cursive style.

Allan Cottle
Acting Headteacher



Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but it recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is the unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like Wentworth for the Golf PGA championships, Twickenham Rugby Stadium and the Gtech Community Stadium in Brentford. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

Sunbury Manor is a mixed, 11-16 single trust academy that encompasses 1100 students. We serve the communities of North Surrey and Spelthorne. We are proud of our 'comprehensive and inclusive' nature and seek a Deputy Headteacher who is excited to help lead a school that represents all sectors of its community. The breakdown of the student cohort consists of 20.8% with English as an additional language, 36.3% who receive free school meals and many students from ethnic minority groups. The current number of SEND students with an EHCP is 51 and the Learning Support department is a key focal area of the school, ensuring all students maximise their potential.

We aim to be a unique school in the heart of our local community, where we create opportunities for our students to thrive, lead and succeed. Our school aims underpin all we do as we strive to be a source of security, challenge and support for our students. Alongside this is the expectation that we will work to ensure pupils from a wide range of abilities and backgrounds achieve their very best at all times.

At Sunbury Manor, each colleague and student is valued as an individual. Inclusion is vital to achieve this, together with strong bonds with all our stakeholders, including our parent/carer body, our governors and the links within our community.

We seek to achieve

- The best teaching as a result of an exciting curriculum, impactful professional development and rigorous reviews of curriculum implementation
- Exceptional care for our students - focussed on inclusion, removing barriers and excellent relationships with all stakeholders
- Continuous improvement as a result of high expectations, positive aspirations and a determination to ensure the right destinations for our young people
- Great outcomes for our young people that make sure they achieve better than their cohort nationally
- The right balance between work life, wellbeing and what's needed for our students
- Happy students, staff and parents resulting from widened life chances



Deputy Headteacher (Safeguarding)

Salary: Leadership Scale (Competitive + Benefits) | Permanent & Full time

Start date: September, 2024

Are you a dynamic and inspirational existing Deputy Headteacher or Assistant Headteacher and Designated Safeguarding Lead looking to progress and who is excited to join a school at a time of continuous improvement? Are you excited by the challenge of moving a school from a position of change to a position of success? Are you committed to inclusion while expecting the very best for all young people? Could you help lead our school to make a real difference throughout its next phase of challenge? ***If so, then this could be the role for you!***

Sunbury Manor School is seeking to appoint a new Deputy Headteacher from September 2024. Sunbury Manor is a mixed, 11-16 single trust Academy that serves 1100 students from the communities of North Surrey and Spelthorne. We are proud of our 'comprehensive and inclusive' nature and we seek a Deputy Headteacher to join a school that represents all of its community and not just some.

We want to be clear and transparent to potential candidates that Sunbury Manor School is on a journey of improvement, there is work to do in order to get Sunbury Manor to where it should be and to provide a quality of education that our children in this community so rightly deserve. To achieve this, a new Headteacher has been appointed who will be fully involved in the recruitment of this role.

It has been a time of change and flux. Therefore, we are looking for a Deputy Headteacher who can help our school progress to the next level and beyond while balancing excellent relationships with excellent outcomes.

What we can offer you:

- A competitive salary, plus attractive benefits
- An inclusive school that has high expectations and aspirations for all students, in order for them to be the best they can be
- The support of a strong Leadership Team with experienced professionals, who have demonstrated that they are prepared to take on daily challenges as a committed group.
- A diverse, strong and committed Governing Body that is not only very supportive but also provides robust challenge when necessary
- The opportunity to work with committed colleagues who truly care about our children and community
- A commitment to safeguarding and promoting the welfare of children and young people and an expectation that all staff and governors share this commitment
- Constructive partnerships with other local secondary, primary schools and post 16 institutions, where good practice is shared
- An attractive working environment and spacious site which has been improved with an extensive building programme

Our new Deputy Headteacher will:

- Be an existing Deputy Headteacher or experienced Assistant Headteacher with Designated Safeguarding Lead experience and successes in a range of schools, with demonstrable impact
- Have experience in truly comprehensive schools with an inclusive ethos and be able to show the positive impact of leadership in such settings
- Help develop the strategic vision for the school; inspiring colleagues, children and the school community to achieve this together
- Have the very highest expectations, working determinedly and relentlessly to ensure these are lived by all every day
- Know what excellent learning is and understand what is required to achieve this in a school
- Have the welfare, wellbeing and safeguarding of students and staff at the forefront of their priorities at all times
- Be able to demonstrate resilience and the highest level of professional and personal standards
- Be committed to the long-term success of our school

If this chimes with you and you are excited at the prospect of being a Deputy Headteacher at Sunbury Manor School then we would very much encourage you to apply for this post.

For more information, please visit our website at: www.sunburymanor.surrey.sch.uk. If you have any questions before applying or would like a copy of the recruitment pack please contact Amanda Cole via email acole@sunburymanor.surrey.sch.uk

Please contact Amanda Cole, the PA to the Leadership Team, on Tel: **01932 766047** or email to arrange a pre-application visit and a tour of the school.

Application closing date: **Friday 17th May, 2024**

Interviews: **Week commencing, Monday 20th May, 2024**



Deputy Headteacher (Safeguarding)

Job Description

Deputy Headteacher: Safeguarding

Job details

Salary: Leadership scale - Competitive

Contract type: Full time, Permanent

Reporting to: Headteacher

Responsible for: Safeguarding Manager, Others to be agreed

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- To lead safeguarding across the school

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Establish a culture of safeguarding across the school
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher, working with the rest of the senior leadership team, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Establish a culture of achievement for all students, including students with special educational needs and disabilities

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Ensure that all staff have a good understanding of safeguarding, and that all training on safeguarding is current and records of this are up to date

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role. The headteacher may change the main responsibilities of members of the senior leadership to meet the needs of the school at any time.

Deputy Headteacher (Safeguarding) Person Specification

CRITERIA	REQUIRED	DESIRABLE
Qualifications and training	<p>Qualified teacher status</p> <p>Degree qualified</p> <p>DSL trained</p>	<p>Further qualification in leadership</p>
Experience	<p>Successful leadership and management experience in a school at assistant or deputy head level</p> <p>Extensive experience as a designated safeguarding lead in a similar context</p> <p>Proven experience of maintaining the highest levels of safeguarding in a secondary school</p> <p>Working with external agencies to support the safeguarding of children</p> <p>Teaching experience</p> <p>Involvement in school self-evaluation and development planning</p> <p>Demonstrable experience of successful line management and staff development</p>	<p>Working across different contexts and in multiple schools</p> <p>Working in multiple areas of senior leadership</p> <p>Direct experience working with SEND (eg. As a SENDCo or line management of the SEND department)</p>
Skills and knowledge	<p>Data analysis skills, and the ability to use data to set targets and identify weaknesses</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p>	<p>Understanding of school finances and financial management</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</p>	