



Somervale
School



Midsomer Norton
Schools Partnership

Somervale School

Redfield Road, Midsomer Norton, BA2 3JD

Application Pack

Assistant Headteacher, Attendance, Behaviour and
Safeguarding



Ready, Respectful, Safe, Aspirational



March 2022



Somervale
School



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Welcome

Assistant Headteacher: Attendance, Behaviour and Safeguarding

Thank you for your interest in this position. This role has come about due to the promotion of the current postholder within the Federation. It is an exciting opportunity for someone to play a significant role in the further development of this fantastic school.

This post offers the successful candidate the chance to be part of a dynamic leadership team in a vibrant learning environment, where staff and students work together to make every day an excellent learning experience. It is a really wonderful and ambitious community to work in.

Somervale School has been on an exciting journey and the future looks very bright. You would be joining the school as it moves to 6 form entry in Year 7 following on the back of a sustained trend of improving high quality outcomes. In 2019 Somervale School was judged to have the highest progress of all schools in BANES and has continued to make a sustained impact on the life chances of the students that attend here.

In 2021 we were highlighted by the Regional Schools Commissioner as a case study for excellence around pupil premium outcomes.

You will have a chance to make a real difference to the lives of the students and the community surrounding the school and to be part of the leadership team that takes the school onto the next stage of its exciting journey.

Somervale School is a fantastic place to work, full of highly engaged students and hardworking and dedicated staff.

We are an extremely ambitious school and the post will be key in supporting our existing strong leadership team in delivering the next stage of our vision for the school.

Further information on the school can be found at

www.somervaleschool.com or <https://www.midsomernortonschoolspartnership.com>

I look forward to receiving your application and appreciate the time taken to consider and apply for this post.

Interviews will take place the week commencing 25th April. If you have not heard from the school by 4pm, Friday 8th April, please assume you have not been shortlisted but accept our best wishes for the future.

Yours faithfully

Ms Joanna Postlethwaite
Headteacher



Somervale Leadership Team Responsibilities 2022 – 2023

	Headteacher	Deputy Head Curriculum & Standards	Senior Assistant Head Teaching & Learning	Assistant Head SENDCO and Student Progress	Assistant Head Attendance, Behaviour & Safeguarding	Deputy Head Curriculum & Assessment (Federation)	Senior Assistant Head Head of MSN Sixth Form	Chief Operating Officer
	Joanna Postlethwaite	Tom Herron	Cathie Evans	Sophie Charnaud	Vacancy	Darren Phillips	Karen Ward	Chris Hobbs
Leadership Responsibilities	<ul style="list-style-type: none"> Strategic leadership of the school School improvement plan (shared) & budget Governance Recruitment & safe practices Safeguarding (recruitment) Achievement SEF/SIP Planning (shared) MER cycle Staff welfare Safeguarding (recruitment) Governance: (service Local Governing Body) 	<ul style="list-style-type: none"> Curriculum Design (shared) Progress tracking all years Intervention programme Equalities and Inclusion (shared) 	<ul style="list-style-type: none"> Teaching & learning Teacher Coaching BTEC Quality Assurance Community CPD NQT Homework More Able Students Pupil Premium 	<ul style="list-style-type: none"> SEND LAC Students Champion Equalities and Inclusion (shared) 	<ul style="list-style-type: none"> Student motivation and behaviour Attendance Pastoral system Child Protection Lead & Safeguarding Student Voice 	<ul style="list-style-type: none"> Timetable Assessment Curriculum Design (shared) 	<ul style="list-style-type: none"> Post 16 Pastoral Leadership Post 16 Careers & Guidance Post 16 Standards of Achievement Post 16 Assessment & Reporting Post 16 Self-Evaluation 	<ul style="list-style-type: none"> Strategic Finance, all schools in trust Governance: LGB Finance & Resources and Trust Facilitate additional schools joining the Trust Safeguarding (recruitment, visitors & site) Premises HR



	Headteacher	Deputy Head Curriculum & Standards	Senior Assistant Head Teaching & Learning	Assistant Head SENDCO and Student Progress	Assistant Head Attendance, Behaviour & Safeguarding	Deputy Head Curriculum & Assessment (Federation)	Senior Assistant Head Head of MSN Sixth Form	Chief Operating Officer
	Joanna Postlethwaite	Tom Herron	Cathie Evans	Sophie Charnaud	Vacancy	Darren Phillips	Karen Ward	Chris Hobbs
Management Responsibilities	<ul style="list-style-type: none"> LT meetings (agenda management) Staff absence requests & educational visits (with Lils Self) Marketing SEF Department & Pastoral monitoring Cycle Student admissions LT meetings Chair Exclusions Staff issues Marketing (shared) 	<ul style="list-style-type: none"> Middle Leaders Meetings Department Budgets 	<ul style="list-style-type: none"> Enrichment Programme Primary Liaison 	<ul style="list-style-type: none"> SEND Budget 	<ul style="list-style-type: none"> Parent Consultation Evenings (with Key Stage Co-ordinators) Assembly rota Admissions processing Management of Child Protection team. Critical incident logs Attendance & Behaviour monitoring Exit Room School Council & Key Stage councils Rewards Information Advice & Guidance Parent Focus Group 	<ul style="list-style-type: none"> Reporting Cycle/Quality Assurance Partnership: Curriculum liaison/ external curriculum links External link (students) 	<ul style="list-style-type: none"> Post 16 Parent Consultation Evenings Post 16 Admissions Post 16 Student Leadership e.g. Sixth Form involvement in main school Post 16 Enrichment programme 	<ul style="list-style-type: none"> All aspects of financial management Oversight of all support staff Project Management Health & Safety (Premises)
Management responsibilities - one-off	<ul style="list-style-type: none"> Appraisal (quality & process) Staff handbook School Prospectus School Calendar INSET days Open Evening (shared) 	<ul style="list-style-type: none"> INSET Days Exam Review process School and Subject Development Plans. Exam Timetables 	<ul style="list-style-type: none"> New staff induction Whole School Work Sampling Yr6 Transfer Arrangements Activities Week Homework Timetable 	<ul style="list-style-type: none"> Academic Review Evening 	<ul style="list-style-type: none"> Tutor groups Celebration Evening Diaries Fixed term exclusions Photographer Staff Duty Rota 	<ul style="list-style-type: none"> School Calendar (assessment) Yr9 Options Evening (shared) Data Management Analysis 	<ul style="list-style-type: none"> Sixth Form Induction Process Sixth Form Aim Higher programme (July). Sixth Form photographs Sixth Form Planners Sixth Form Presentation Evening 	



	Headteacher	Deputy Head Curriculum & Standards	Senior Assistant Head Teaching & Learning	Assistant Head SENDCO and Student Progress	Assistant Head Attendance, Behaviour & Safeguarding	Deputy Head Curriculum & Assessment (Federation)	Senior Assistant Head Head of MSN Sixth Form	Chief Operating Officer
	Joanna Postlethwaite	Tom Herron	Cathie Evans	Sophie Charnaud	Vacancy	Darren Phillips	Karen Ward	Chris Hobbs
Oversight of	<ul style="list-style-type: none"> Quality of Teaching & Learning (shared) School Self Evaluation 	<ul style="list-style-type: none"> Quality of Teaching and Learning (Pedagogy) Behaviour and Attendance monitoring Curriculum Design (shared) Yr9 Options process Internal exam timetable 	<ul style="list-style-type: none"> Quality of Teaching & Learning Activities week Tutor Programme KS2/3 Transition (with Head of KS3) 	<ul style="list-style-type: none"> Student progress and data Interventions 	<ul style="list-style-type: none"> Student Lists Exclusions and Behaviour log monitoring and evaluation Tutor programme (shared) Information Advice & Guidance Y11 Prep (pastoral) 	<ul style="list-style-type: none"> Timetable Yr9 Options process Post 16 curriculum designs (shared with Norton Hill). Spiritual, Moral, Cultural auditing Curriculum Design (shared). 	<ul style="list-style-type: none"> Midsomer Norton Partnership Sixth Form Strategic and Operational Management 	<ul style="list-style-type: none"> Midsomer Norton School Partnership Finance.
Line management	<ul style="list-style-type: none"> Science Exams & Cover Manager Deputy Headteacher Assistant Headteacher: SEND Assistant Head T&L Assistant Head Attendance Behaviour and Safeguarding 	<ul style="list-style-type: none"> English & Media Maths 	<ul style="list-style-type: none"> Art Humanities Cover Supervisors PE DT IT MFL 	<ul style="list-style-type: none"> Deputy SENCO Assistant to the SENDCO TA's 	<ul style="list-style-type: none"> Heads of Key Stage; Pastoral Team; Inclusion Manager SMSAs Music 	<ul style="list-style-type: none"> PSHE Data Assistant (work at SV) 	<ul style="list-style-type: none"> Sixth Form Assistant Senior Deputy Leader of 6th Form. 	<ul style="list-style-type: none"> Finance Team Site Manager Catering Team Oversight of Support staff.

Somervale Secondary School

Job Description – Assistant Headteacher – Attendance, Behaviour and Safeguarding L10-14

Accountable for: a given number of middle leaders as directed by the Headteacher, SMSAs, Duty Rotas and student year councils.

Purpose:

- Lead the improvement in pastoral and inclusion systems and outcomes across Somervale School.
- Support all other aspect of leadership where required by the Headteacher

Leadership Team

The main responsibilities of the Leadership Team can be seen on pages 4 - 6.

The Leadership Team consists:

Joanna Postlethwaite	(Headteacher)
Tom Herron	(Deputy Headteacher: Curriculum and Standards)
Cathie Evans	(Senior Assistant Headteacher: Teaching and Learning)
Vacancy	(Assistant Headteacher: Attendance, Behaviour and Safeguarding)
Vacancy	(Assistant Headteacher: SENCO and Student Progress)

Whilst each member of the team will have distinct responsibilities there are common features for each member of the team. For example, all members of the team are line managing one or more subject areas and are involved in Appraisal and Monitoring. All Leadership Team members have responsibility for one or more support staff.

As a team we work collaboratively, all taking part in strategic planning and discussing whole school issues. It is a very supportive team and colleagues are often tasked to work together on developments. We meet twice weekly, once during lesson time for a brief business meeting and after school on Mondays for more strategic decision making. We also have an annual planning day to set the improvement objectives for the following year and discuss innovations for the school

Generic Duties and Responsibilities

- To carry out the duties which may be reasonably assigned by the Headteacher, from time to time, operating within the current Teachers' Pay and Conditions document.
- To uphold and demonstrate the LA's and school's commitment to inclusive education to the maximum extent possible.
- To promote and participate in effective planning for individual students having due regard to the requirements of the National Curriculum, the school's aims and objectives, schemes of work and policies to ensure quality teaching and learning.



- To promote and participate in assessing, recording and reporting on the development, progress and attainment of students.
- To share in the corporate responsibility for the wellbeing and discipline of all students and contribute to the pastoral work in the school.
- To liaise closely with parents to ensure effective home/school partnership, communicating and consulting with the parents of students.
- To participate in arrangements made for appraisal and that of other staff where necessary.
- To participate in further training as identified in the School Improvement Plan and for your own professional development.
- To attend meetings and training and development days planned for the whole school by the Headteacher and colleagues and contribute to such meetings as appropriate.
- To carry out a reasonable share of supervisory duties including lunchtimes where necessary.
- To maximise the potential of each student in all areas of his/her development.
- To line manage and conduct the appraisal reviews of middle leaders as delegated by the Headteacher.
- To contribute to the development of the school improvement plan and self-evaluation document.
- To share expertise across the federation of schools.

Specific Responsibilities:

Teaching and Learning

- Monitor and assess teaching and learning of colleagues, particularly those you line manage and their team
- To lead and support the improvement of teaching and learning during tutor time
- Support the improvement of teaching and learning through coaching and training
- Contribute to the development of assessment systems in departments

Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Attend team and staff meetings
- Develop links with governors, LEAs and neighbouring schools

Pastoral

- Lead the pastoral Key Stage Leaders and develop the role of the tutor and use of tutor time
- Lead and improve behaviour, attendance and punctuality
- Lead on pastoral interventions in relation to behaviour, attendance and punctuality as well as mental health issues of children, medical care, etc.
- Coordinate student admissions KS3 and 4
- Lead in partnership with the SENCO, all inclusion services within the school
- Lead (to include, review and improve) the school's rewards and sanctions systems
- Monitor and where necessary improve the school's pastoral systems
- Develop student voice system at tutor group and key stage level to feed into the school council
- Take responsibility for internal and external exclusions



- Line manage the Careers Leader and oversee careers education guidance and engage with service provider to ensure there are no NEETs and that students have high aspirations
- Liaise with all pastoral related outside agencies including HERS, CAMHS, OTR, etc
- Organise the following: student planners, assembly rotas, tutor groupings and tutors.

Child Protection

- Act as the senior designated child protection lead for the school
- Ensure all staff are supported and trained appropriately to safeguard children
- Line manage all those responsible for child protection services in school
- Represent the school where appropriate at any child protection/safeguarding meetings, etc
- Where necessary liaise with local safeguarding boards, the LADO and other agencies associated with the safeguarding and protection of children

Resources and Support

This post will carry an entitlement to appropriate leadership and management time. Administrative support for relevant activities will be provided by the office administrators.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out.

The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Special Notes and Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy.



Person Specification

Role: Assistant Headteacher – Attendance, Behaviour and Safeguarding

FACTOR	ESSENTIAL	DESIRABLE
1. SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> • A clear understanding of the role of the pastoral team in raising standards of achievement • Excellent organisational and communication skills • Effective record keeping practices • Ability to relate well to students in teaching and pastoral roles 	<ul style="list-style-type: none"> • Experience of working with changing roles and circumstances • Awareness of a range of approaches to managing the pastoral and raising achievement agendas.
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • A degree or equivalent • Qualified Teacher Status • A professional development record including a focus on pastoral and management issues 	<ul style="list-style-type: none"> • Evidence of further study • Evidence of working as a reflective practitioner, using a variety of approaches to secure ongoing professional development • DSL Safeguarding Training
3. EXPERIENCE	<ul style="list-style-type: none"> • Evidence of a long term interest in pastoral work • Evidence of leadership and teamwork activities • Experience of working with external agencies • Good track record of teaching at secondary level • Working in partnership with parents • Experience of analysing and interpreting data to ensure effective student outcomes • Experience supporting whole-school behaviour management and year teams and/or anti-bullying and/or student leadership outside the classroom setting • Experience of successfully developing and implementing whole-school strategies in an aspect directly relevant to this role e.g. whole-school behaviour management, sanctions and rewards policies, Tutor Time programmes, student leadership, anti-bullying, effective academic mentoring strategies etc. 	<ul style="list-style-type: none"> • Experience of day to day operational management responsibility for the work of other staff • Experience of leadership/management in a school e.g. Head of Year, Head of Department, Inclusion & Behaviour Manager • Demonstrable evidence of innovating and adapting curriculum to engage children and enable them to reach their potential • Experience of activities designed to improve attendance, behaviour and/pastoral care • Experience of investigating and applying fixed-term or permanent exclusions
4. PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to respond consistently and professionally to challenging behaviours of all kinds • Resilience • A sense of humour • Commitment to success in education • Good team worker • Prepared to accept responsibility and take initiative • Good organisational skills • Ability to form and maintain appropriate relationships and personal boundaries with students 	<ul style="list-style-type: none"> • An interest in and commitment to, the whole school community • Ability to motivate students • Highly motivated and enthusiastic • A positive response to approaching change and tackling new challenges
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure with the Disclosure and Barring Service • Occupational Health clearance 	