



Perrott Hill

DEPUTY HEAD AND DESIGNATED SAFEGUARDING LEAD (DSL)

JANUARY 2025



Job description

Job title

Deputy Head and Designated Safeguarding Lead (DSL)

Responsible to

The Headmaster

Salary

Precise salary dependent on qualifications and experience

Contract:

This is a full-time permanent contract



Introduction

We seek an engaging and creative **Deputy Head and Designated Safeguarding Lead (DSL)** with the enthusiasm and ability to bring excellent progress and enjoyment to their students' learning. This role is available from April or September 2025.

The main points of this job description are listed below but this is not an exhaustive list of responsibilities. In many ways much of what a Deputy Head will do is intangible and, by setting the right example and tone, they will achieve much of this by their presence and actions.

The school

Perrott Hill has approximately 170 pupils aged 2-13, of which 45 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. The school was shortlisted for Small Independent School of the Year Award at the Independent Schools of the Year Awards in 2023, and received the Belonging and Inclusion Initiative Award at the BSA Awards 2024.



Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 2-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports hall with changing rooms, a heated outdoor pool and a 220-capacity theatre. In 2016, a new eco-build Music

School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

The post

The Deputy Head and DSL will be:

- Responsible to the Headmaster and will deputise in his absence including taking assemblies, chairing staff meetings and interviewing prospective parents;
- Responsible to the Headmaster for close liaison of the Prep School with, and between, the Pre-Prep (staff, parents and pupils);
- The Designated Safeguarding Lead for the school;
- The appointed School Attendance Champion (SAC);
- In liaison with the Headmaster; responsible for organisation and delegation of responsibilities for special events including end of term, prize giving, concerts, lectures, exeats etc;
- In liaison with the Headmaster and SMT, responsible for the co-ordination and preparation of any official school inspection;
- In liaison with the Headmaster; responsible for school rules, discipline, rewards and sanctions;
- In liaison with the Headmaster; responsible for collation of the weekly programme;
- In liaison with the Headmaster and SMT, the introduction, revision and updating of school policy and procedure documents including the staff handbook.



In addition, the successful candidate will be expected to:

- Take a full and active role in all aspects of school life including academic, extra-curricular and boarding house matters;
- Organise and oversee the staff duty programme;
- Teach a reduced timetable;
- Oversee the paid activities programme;
- Sit on the Health and Safety Committee with particular responsibility for risk assessments of all school activities and trips;
- Take responsibility for staff room and school notice boards;
- In liaison with the Headmaster's PA, oversee the collation and production of the school's termly calendar;
- Plan and organise school photographs.

Administration

- Ensure an accurate working knowledge of the most up-to-date safeguarding information, legislation and School policies, and that the running of school conforms to these;
- Be responsible for defining, disseminating and meeting the aims of Perrott Hill in conjunction with the Headmaster;
- Write and amend on an on-going basis all relevant policies and practices in line with latest guidance and best practice;
- Be responsible for any budgets relating to the Deputy Head's areas of responsibility and for close liaison with the Bursar over these;
- To maintain and promote the recording of rewards, sanctions; accidents; incidents deemed significant (including pastoral); and actions resulting from the above. Where possible, this should be done via ISAMs. Such records will be reviewed with the Headmaster on a regular basis;
- To maintain a separate file of records of any complaints and to assist the Headmaster in any formal process of complaint;
- Provide at the Headmaster's request reports for the school directors, governors (or other stakeholders).

Duties

- Fulfil the hours of duty in day school and boarding as required of teaching staff, including the typical teacher's allowance of a half day off mid-week;
- Ensure in conjunction with the Bursar a fire practice (with alarms) once a term.

Meetings & Communication

- Promote excellent communication within the staff team. This will include:
 - chairing regular meetings of the safeguarding team and ensuring brief minutes are retained;
 - ensuring that pupils and issues are appropriately raised at School staff meetings, and that any notable matters are relayed without delay to form tutors / School Nurse as appropriate;

- promoting appropriate communication between staff and parents, including when face-to-face meetings may be required;
- Meet regularly with the Headmaster to discuss all school related matters and disseminate any decisions or information stemming from these meetings.

Management

- Sit on the Senior Management Team and chair the Safeguarding Team;
- Be the immediate line manager for members of the pastoral team in relation to their duties within that team, namely: Heads of Section; the Form Tutors; and the Graduate Residential Assistants;
- Liaise with the Staff Development Coordinator with regard to the PD&R process, conducting observations and giving feedback to colleagues as appropriate;
- Act as overall mentor to the Grads, liaising with the Head of Boarding, Director of Sport and Head of Pre-Prep and ensuring induction happens thoroughly, followed by on-going meetings and PD&R as appropriate.

Teaching

The Deputy Head is expected to teach a reduced timetable to compensate for the time commitment of the role. All subject specialist areas will be considered.



Person specification:

Essential:

- Proven ability to inspire, motivate, and manage staff and pupils effectively;
- Extensive knowledge of safeguarding policies, procedures and practices, with up-to-date training as a Designated Safeguarding Lead (DSL);
- Strong commitment to supporting the wellbeing and development of pupils in a full boarding environment;
- Excellent teaching record, with experience across a range of year groups in a prep school setting;
- Outstanding verbal and written communication skills, with the ability to build positive relationships with pupils, staff, and parents;
- Exceptional organisational skills with the ability to manage multiple responsibilities and meet deadlines.

Desirable:

- Previous experience working in or managing a boarding setting;
- A commitment to personal growth and supporting the development of colleagues;
- Experience in shaping and implementing whole-school policies and strategic planning;
- Confident in using technology to support teaching, learning, and school management.

Above all, enthusiasm and passion, with a commitment to the values and ethos of Perrott Hill.

The post begins in April or September 2025. The closing date for completed applications is 0900 on Monday 3rd February with interviews taking place shortly afterwards.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared;
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post;
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on shortlisted candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;
- If a shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a shortlisted applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a shortlisted applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons;
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



How to apply

Please email your letter of application, completed application form, the names and contact details of two referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on ctootill@perrotthill.com.



Invitation to interview

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.

Conditional offer of appointment: Pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Appropriate overseas checks for those who have previously worked abroad;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education 2024;
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.
- Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

PLEASE NOTE:

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/ NCTL.

