

The Holmesdale School

Recruitment Pack

Head of Personal Development

Teacher of Citizenship



The Holmesdale School

Malling Road

Snodland

Kent

ME6 5HS

Contents

- Welcome from Glenn Prebble, Head of School
- Safeguarding
- Job Description – Head of Department
- Person Specification – Head of Department
- The Application Process



Letter from Glenn Prebble – Head of School

Dear Applicant

Head of Personal Development

Thank you for expressing an interest in the advertised ***Head of Personal Development*** post. We hope you will take a look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

The Holmesdale School is a purposeful community where pupils and staff work together well. Pupils appreciate the ambition that staff show for them and the determination with which they have improved the school and continue to improve the education they receive.

The Holmesdale School is a small school with excellent facilities and a new dynamic leadership team that is already driving up standards. Pupils are keen to learn, come to school regularly and are rarely late. The school has a staff body that are committed to improvement and are keen to welcome new teachers into their team. This school provides an exciting opportunity for teaching professionals to make a significant difference to pupils lives and also to develop their own career.

At The Holmesdale School, we recognise how important it is to offer a consistently good quality educational experience. We are now working with the Swale Academies Trust to continue to improve the progress of pupils. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south-east with a highly effective record in school improvement. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent and East Sussex. We have a very strong track record in leading school improvement and are looking for dynamic people who want to transform children's lives in some of the more challenging educational contexts in the region.

The successful applicants will therefore join a large dynamic organisation that puts learning at the centre of all that we do. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress. We therefore seek well-qualified, highly skilled, and enthusiastic leaders, who have the highest of expectations of both themselves, the staff and the students in their classes. We want leaders who enjoy working with a diverse staff and young people of all abilities and differing needs. If you became part of our team, we believe we could offer you a number of benefits. You would become part of something unique and successful and we can offer an exceptional package of professional development, ranging from a Master's Degree, an improving leadership programme, and support for aspiring heads to obtain the NPQH qualification.

We want to appoint teachers of the highest calibre and realise that we also have to offer a substantial remuneration package, including enhancements for working in a challenging context. Finally, should you join us, you will be working alongside Swale Academies Trust. Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references.

As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

We very much look forward to receiving your application.

Yours faithfully

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

Mr Glenn Prebble
Head of School

Extract from Safeguarding Policy

Introduction and Ethos

The Holmesdale School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. The Holmesdale School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

The Holmesdale School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected. As a staff, we are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our school core safeguarding principles are:

- We are an important part of the wider safeguarding system for children.
- It is a whole school responsibility to safeguard and promote the welfare of children as its paramount concern.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

There are four main elements to our safeguarding policy

- **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Job Description

School:	The Holmesdale School
Job Title:	Head of Personal Development
Grade:	MPS/UPS
Responsible to:	Assistant Headteacher

Purpose of the job

Undertake responsibilities as a member of the Middle Leadership Team.

The day to day management and high standards of curriculum leadership in the Department along with the setting, development and implementation of policies, plans, targets, practices and procedures related to curriculum leadership within the context of the vision, ethos, aim and goals of the department and the wider school.

Principal Responsibilities

Responsibilities as a member of the Middle Leadership Team

To provide professional leadership and management to secure:

- High achievement and attainment for all pupils
- High standards of teaching and learning
- High quality provision of all services
- Highly effective strategic direction, leadership and management at all levels
- Highly effective deployment of resources
- A safe and engaging learning environment for all pupils
- Excellent attitude to learning
- Lead by example demonstrating excellent teaching

Expectations of all members of the Middle Leadership Team

- Act with professional integrity at all times
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work
- Identify and improve those areas relevant to your role which need to move from good to outstanding
- Maintain school policies and procedures relevant to your area and update whenever required
- Be present where required at meetings, performance and other functions/events
- Undertake specific tasks reasonably delegated by the Principal or Senior Leadership Team from time to time
- Be aware of and ensure that the Department is meeting the “good” and “outstanding” criteria

Leadership and Management

- Lead and manage staff and pupils in your subject area in order to inspire, raise aspirations, improve achievement, embed ambition and continually drive improvement in order to achieve the vision and aims of the school.
- Attend Senior Leadership (where requested) and middle leadership team meetings and ensure the content and outcomes of the meetings are reported back where relevant to subject staff
- Prepare for and attend Middle Leader interviews as part of the review cycle with the Senior Leaders to assess progress of pupils within the department
- Share good practice across the School
- Ensure an appropriate induction programme for new staff into your subject area and excellent support for those members of staff who may teach in the subject area as part of their teaching duties and who may be non-specialist
- Line manage and conduct annual lesson observation and appraisal of designated members of the department as part of the Appraisal Policy
- Identify and agree staff development and training needs of the individuals and the department
- Monitor preparation, planning and marking within the department
- Plan and lead departmental meetings and record action points
- Prepare and review annually the Departmental Improvement Plan
- Be accountable for the departmental budget ensuring that any given budget is not exceeded

The experiences offered to pupils within the department

- To constantly seek to improve and develop innovative methods of teaching and learning with the aim of meeting or exceeding expected levels of progress
- Ensure that literacy and numeracy are an integral parts of the curriculum offered within the department
- Plan and implement the syllabus and schemes of work within the department.
- Develop teaching and learning and monitor its effectiveness within the department
- Ensure that pupils show progress through sustained and consistent improvement in their subject knowledge, understanding and skills in relation to prior attainment
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
- Monitor the setting of appropriate SMART individual student targets
- Develop plans for the department which identify clear targets, timescales and success criteria for its development and or maintenance in line with the Schools' Action Plan
- Ensure adherence to the School's Homework Policy and undertake regular monitoring of the homework provision in the department
- Analyse public examination results. Reviewing against targets and identifying areas for development

Behaviour and Safety

- Take responsibility for the consistent application of the school's Behaviour for Learning Policy for the department
- Work closely with the Vice Principal responsible for behaviour on matters concerning pupils who are identified as being part of a significant or vulnerable group or group with identified needs and the effective deployment of TAs to support these pupils

Professional Standards

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to responsibilities).
- Support the ethos of the school by upholding the Behaviour for Learning Policy and uniform regulations at all times including travel to and from school.
- Take responsibility for own professional development as identified with the line manager.
- Participate in staff training when provided.
- Reflect on your own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Staff and Department Handbooks and Policies (available on the P Drive).
- Ensure that all deadlines are met as published in the school calendar.

Quality of Teaching and Learning

- To meet Teacher Standard 8 (September 2012).
- To meet the Teacher Standards (September 2012)

Personal and Professional Conduct

- To meet the Teacher Standards (September 2012).

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

Safeguarding

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Holmesdale. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions document and reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Person Specification

Job Title: Head of Personal Development

Grade: MPS/UPS

Responsible to: Assistant Headteacher

Ability to: -

- Understand current developments in teaching and learning
- Command credibility through expertise and subject knowledge
- Effectively organise a department of teachers to provide the very best learning experience for the students.
- Anticipate and solve problems and identify opportunities
- Maintain high aspirations and challenge underperformance.
- Motivate and inspire staff and students.
- Ensure good communication with and between staff and with other stake-holders
- Prioritise, plan and organise effectively
- Secure confidence in staff through good practice and leadership
- Communicate effectively to a wide range of audiences
- Establish positive relationships with staff, students and parents.
- Maintain high standards of behaviour in both own classroom and across the department.
- Use Information and Communications Technology effectively
- Adapt to changing roles and circumstances
- Work as part of a team of leaders

Qualifications

- Qualified Teacher Status
- Degree or equivalent

Experience

- Successful teaching experience in at least one secondary school
- Experience of using ICT for teaching and management.
- Recent and relevant professional development

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

All completed application forms must be sent either electronically to Recruitment@holmesdale.kent.sch.uk or by post to the following address:

HR Team
The Holmesdale School
Malling Road
Snodland
Kent
ME6 5HS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within four weeks of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of six month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.