



The
Whitstable
School

-ENTER JOB TITLE HERE-
INFORMATION

CONTENTS

The Whitstable School	Pg 3
Welcome from Trust CEO Jon Whitcombe	Pg 4
Job Description	Pg 5
Person Specification	Pg 7
Overview of Swale Academies Trust	Pg 8
Application Process	Pg 9
Safeguarding	Pg 10



Dear candidate

I am delighted that you are interested in joining our amazing team at The Whitstable School. In recent years, the school has gone from strength to strength and is now oversubscribed. Our results have steadily improved over the last five years and parents and pupils are happy with the excellent education that the school provides. [Click here](#) to view our prospectus.

Whitstable is a highly desirable seaside town which is popular with tourists in the summer and commuters from London all year round. Our children tend to walk to school and enjoy the beautiful views of the local coastline from many classrooms. There is a thriving community in Whitstable and the town is well known for its commitment to the arts, hosting a writing festival each year as well as the annual 'Oyster Festival' visited by thousands. Live music can be heard all year round and the school works with local groups to host events and workshops.

Our motto is 'Learn Locally, Think Globally' and we are an International Baccalaureate school. Students in our successful sixth form choose from a range of A Levels, vocational and IB courses. In recent years, pupils have visited a range of exciting international destinations.

We have created a 'knowledge curriculum with an oracy focus' and take every opportunity to encourage pupils to communicate and share ideas. Our exhibition programme is entirely pupil led - local people visit to hear students debate, perform and discuss the issues of the day. Our school has wonderful, purpose built facilities. Our permanent Exhibition Hall showcases pupils' work from all subject areas.

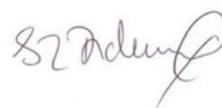
At The Whitstable School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Whilst grades are important, school is about so much more than academic achievement. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community.

As a new colleague, we will make you feel welcome. You will have a buddy and a 'Menu of Learning Opportunities' including CPD for induction, the chance to talk to senior colleagues about the work they do in school and opportunities to participate in learning walks to capture examples of great practice. Our Schools Direct programme has record numbers of enthusiastic participants and there are programmes of CPD for staff at all stages of their careers.

I look forward to hearing from you. Please do not hesitate to contact me if you have any questions or would like to know more.



Ana Gibson
Headteacher



Suzanne Dickson
Executive Headteacher

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

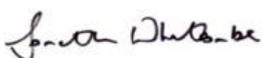
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Lead First Aider
Salary: SAT 4
Responsible to SAHT (Behaviour and Welfare)

Main duties and responsibilities (Accountabilities):

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards;
- When necessary to make arrangements to call an ambulance.
- Ensure that all first-aiders complete a first-aid training course approved by the Health and Safety Executive (HSE).
- Monitor and arrange refresher courses and certificate renewals for all first aiders.
- Liaise with a member of the SLT - FOR INCIDENTS INVOLVING EMERGENCY SERVICES ON SITE.
- Be responsible for ordering First Aid items and appropriate disposable bins.

Management

- Be the first point of contact to other staff First Aiders.

Stock control

- Ensure that all First Aid boxes are checked on the first Monday of each month.
- To stock up the First Aid boxes with at least a minimum stock of first aid items as recommended by HSE.
- Examine the contents of the first-aid box in the First Aid room and other location weekly and on an as they are used basis and re-stocked as soon as possible after use. Items are discarded safely after the expiry date has passed.
- All swabs used on open wounds will be disposed of correctly in the clinical waste bin.
- Ensures that all first-aid and incontinence waste is disposed of in the bins provided and located in the First Aid office.
- In liaison with Office Manager, order / replenishing first aid materials / consumables.
- In charge of first aid equipment located within the school and medical room.

JOB DESCRIPTION



Training

- Booking refresher courses for all first aiders and ensuring that their certificates are all up to date.
- Providing internal induction/coaching to new First aiders.

Medication

- Giving medication to pupil on parents' permission and to obtain one if not available but required.

Travelling first-aid kits

- Liaise with the party leader undertaking any off-site activities to carry out risk assessment on what level of first-aid provision is needed.
- Ensure compliance to best practice to have a trained First-Aider to accompany the party where it is not possible to have one at the venue itself.
- Ensure that First Aid box is provided for any activity involving the use of a minibus.

Hygiene / Infection Control

- Ensure that All School First Aiders are reminded to take precautions to avoid infection and must follow basic hygiene procedures.
- Enable staff to have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting incident

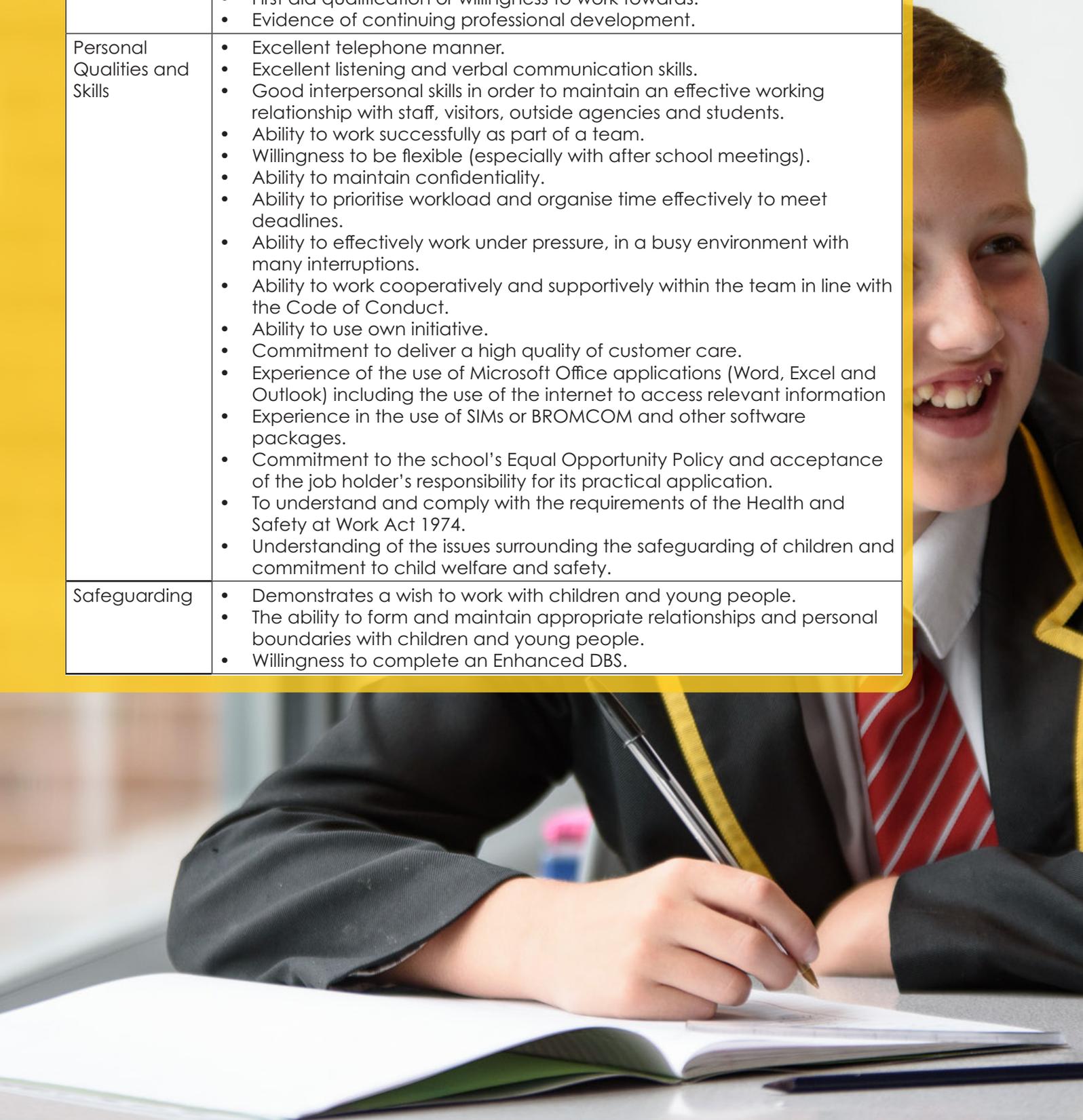
- Ensure that all incidents requiring first Aid are properly reported and documented and the Next of Kin is notified as appropriate.
- Liaise with relevant school officers to ensure that parents / carers are informed if their child is being taken to hospital for treatment.
- Where a child is not taking to hospital by their parent / carer, ensure that a member of staff is assigned to stay with the child until a parent / carer is in attendance.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



CRITERIA	
Qualifications & Training	<ul style="list-style-type: none"> • Good evidence of educational qualifications. At least 4 GCSEs including English and Maths or equivalent. • Experience of working in an administrative environment (Educational setting is desirable). • NVQ in nursing or childcare is desirable. • First aid qualification or willingness to work towards. • Evidence of continuing professional development.
Personal Qualities and Skills	<ul style="list-style-type: none"> • Excellent telephone manner. • Excellent listening and verbal communication skills. • Good interpersonal skills in order to maintain an effective working relationship with staff, visitors, outside agencies and students. • Ability to work successfully as part of a team. • Willingness to be flexible (especially with after school meetings). • Ability to maintain confidentiality. • Ability to prioritise workload and organise time effectively to meet deadlines. • Ability to effectively work under pressure, in a busy environment with many interruptions. • Ability to work cooperatively and supportively within the team in line with the Code of Conduct. • Ability to use own initiative. • Commitment to deliver a high quality of customer care. • Experience of the use of Microsoft Office applications (Word, Excel and Outlook) including the use of the internet to access relevant information • Experience in the use of SIMs or BROMCOM and other software packages. • Commitment to the school's Equal Opportunity Policy and acceptance of the job holder's responsibility for its practical application. • To understand and comply with the requirements of the Health and Safety at Work Act 1974. • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.
Safeguarding	<ul style="list-style-type: none"> • Demonstrates a wish to work with children and young people. • The ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Willingness to complete an Enhanced DBS.



OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

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.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Ms D Possee
The Whitstable School
Bellevue Road
Whitstable
Kent
CT5 1PX

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 10 working days 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
- Visual identification which includes a photograph, usually a passport or driving licence
- 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 a number of formalities, including, but not restricted to 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, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

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.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
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