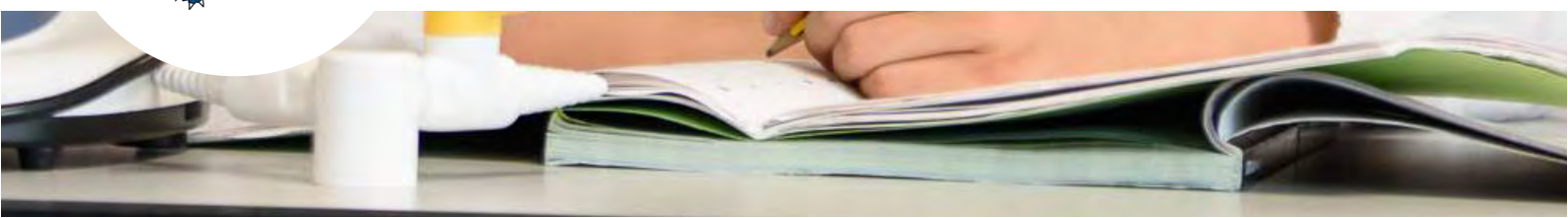




The Sittingbourne School

**Teacher of History
- Second In Charge**
INFORMATION





CONTENTS

The Sittingbourne School	Pg 3
Job Description	Pg 4
Person Specification	Pg 7
Overview of Swale Academies Trust	Pg 8
Application Process	Pg 9
Safeguarding	Pg 10



The Sittingbourne School is a large, non-selective school situated in a semi-rural area of Sittingbourne. We are fortunate to own an extensive site that boasts wonderful sporting facilities, open green spaces and significant investment in new buildings.

We offer our pupils a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing, and relationships between staff and students are open, friendly and cooperative.

Our school has been on a fabulous journey of continuous development since joining Swale Academies Trust over eight years ago. Ofsted has judged our school Good in the last two inspections, and we continue to move from strength to strength. Over the years, the school's popularity has grown considerably, with 2020 seeing us oversubscribed in all years and our large and thriving Sixth Form more popular than ever. Outcomes for the school show a continuing trend of improvement, highlighting the effectiveness of strategies implemented over time.

In 2019, the school underwent a holistic branding exercise to reaffirm our culture and core values. Consequently, the school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at The Sittingbourne School is focused on ensuring that children of all abilities, backgrounds and beliefs feel valued and are given the guidance and support they need to flourish.

Leadership across the school is a key strength. The school benefits from a large and highly experienced leadership team - and the support of an Executive Headteacher who knows the school and staff well. The leadership team is led by a Head of School with the support of four exceptional deputy headteachers, as well as a vibrant and effective team of assistant headteachers and middle leaders. The school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to teaching and learning as well as school management. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

Students and staff feel proud to belong to The Sittingbourne School.

Yours Sincerely

Mr Nick Smith
Head of School



JOB DESCRIPTION



Job Title: History 2 i/c
Grade: Main Scale/UPS + TLR2
Accountable to: Head of History
Accountable for: Student attainment and progress and the quality of teaching and learning in History at KS3/4 (TBD)

Purpose of the Job:

- To assist in the leadership of the History department in meeting the vision, aims and priorities of the school
- To support establishing high quality teaching and learning of History
- To promote high standards of attainment and achievement
- To provide professional leadership and management of own classroom to ensure that all young people at the school have high quality learning experiences, enabling them to achieve their very best.
- Key Accountabilities and tasks Leadership
- To assist the Head of History in providing a clear vision and communicating the vision to all members of the faculty
- To assist the Head of History in securing the commitment of all members of the faculty to achieving the vision and to developing a team ethos within the faculty
- To assist the Head of History in promoting the school focus on learning by ensuring that whole school strategies are implemented and monitored effectively
- To lead the transition from KS3 to KS4
- To be a good role model for members of the department

Management

- To assist the Head of History to devise and implement strategies to ensure that subject targets are met at KS4
- To analyse KS4 subject data and identify areas of strength and areas for development
- To identify students vulnerable to underachievement and implement intervention strategies
- To assist the Head of History to plan and implement strategies designed to improve teaching and learning within History
- To review students' work and progress in History at KS4
- To promote the professional development of teachers within History through classroom observation, coaching in the classroom and regular professional development discussion
- To assist the Head of History to ensure that the day to day running of the department is effective
- To contribute to the History Development Plan and SEF for KS4 identifying clear targets, time scales, success criteria and evaluation of all aspects of the work of the department associated with either KS3 or KS4 development.
- To develop and maintain good professional relationships with colleagues at all times
- To assist the Head of History to monitor the performance of staff within History and share good practice and challenge under performance
- To ensure the department is prepared for any form of external/internal scrutiny of KS3 or KS4 through the collation and analysis of appropriate evidence
- To ensure all reports are completed accurately and on time by all members of the faculty.
- To assist the Head of History in ensuring KS3 or KS4 cover work has been appropriately set by absent teachers.

JOB DESCRIPTION



Teaching and Learning

- To promote joint lesson planning and planning of schemes of work
- To promote pedagogical dialogue within the faculty leading to shared lesson planning
- To implement, promote and monitor effective behaviour management strategies within the department
- To promote good relationships with students, parents and other stakeholders
- To teach engaging and challenging lessons that are carefully differentiated to take account of the needs of individual students
- To ensure that the department follows a consistent, appropriate and meaningful approach to homework at KS4
- To initiate, and where appropriate, organise curricular and educational enhancement activities related to KS4 development.

Curriculum

- To ensure the effective implementation of the KS4 PoS through detailed research and meticulous planning.
- To contribute to the department Learning Journey and ensure that KS4 assessments and homework are devised and applied at appropriate times to provide accurate information about students' learning, which informs future planning of the KS4 curriculum.
- To develop strategies to enhance mathematical literacy at KS4.

General

To carry out any other reasonable task at the request of the Head of History or a member of the Leadership Team

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications / Development	QTS	E
	Graduate	E
	Further Professional Qualifications	D
	Evidence of appropriate Professional Development	E
Knowledge / Skills	Evidence of having the skills to be an outstanding/good classroom practitioner.	E
	Ability to teach across the full age/ ability range	E
	Ability to implement strategies to raise achievement within a team	E
	Ability to contribute to the positive management of student behaviour within a team and whole school	E
	CPD of self and others	E
	Coaching within a team	D
	Ability to inspire both adults and young people from a wide variety of backgrounds	E
	Excellent communicator	E
	Confident user of ICT	E
	Intervention strategies for those at risk of under achievement	E
	Experienced in the production of effective and differentiated lesson planning	E
	Sound practitioner of AFL and leading others.	E
	Use and impact of data on learning at strategic level	D
	Contributing to staff INSET	D
Experience	Effective teamwork/leadership which includes the empowerment of others	D
	Track record of leading the raising of achievement and attainment.	D
	Experience of monitoring set targets in a specified action plan to evaluate and ensure progress	D
	Experience of effective impact on a range of student behaviours for learning,	E
	Effective practitioner at both KS3 and KS4	E
Subject Specific Areas	To have a thorough and up to date understanding of the requirements of the History curriculum	E
	To have a high degree of emotional intelligence and apply this in day to day practice with young people	E
	To have a degree in a History subject	E
	To be able to teach across the History subjects at KS4	E
	To keep up to date with research and developments in pedagogy in History	E
	Commitment to extra-curricular activities within the History team	E

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Personal Qualities	To have a love of and infectious enthusiasm for teaching	E
	Lead by example	E
	Meet deadlines and manage a fluctuating workload	E
	Honesty and integrity	E
	Work actively and productively as part of a team	E
	Outstanding interpersonal skills and the ability to relate well to a wide range of people	E
	Excellent sense of humour	E
	Willingness to innovate	E
	Strategic thinker	E
	Ability to support and challenge others	E
	High personal standards	E
	Optimism	E
	A high degree of confidentiality and the ability to effectively share sensitive information to a wide range of audiences	E
	A determination for self and others to be the best you can	E
Equalities and Safer Recruitment	Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Trust's Equalities Policy.	E
	Ability to demonstrate emotional resilience in working with challenging behaviours	E
	Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	E

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.

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.

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.

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:

Miss Sarah Scott-Drysdale
The Sittingbourne School
Swanstree Avenue,
Sittingbourne
Kent
ME10 4NL

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
COMPANY NUMBER: 7344732