

**The  
Whitstable  
School**

**Assistant Headteacher  
Responsible for Behaviour**  
INFORMATION



## CONTENTS

The Whitstable School	Pg 3
Job Description	Pg 4
Person Specification	Pg 6
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.

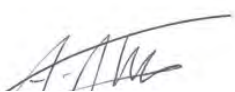
Our motto is 'Learn Locally, Think Globally' and we are an International Baccalaureate school. Students in our successful sixth form choose from a range of A Levels, vocational and IB courses. In recent years, pupils have visited a range of exciting international destinations.

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.



Alex Holmes  
Headteacher



Suzanne Dickson  
Executive Headteacher



# JOB DESCRIPTION



**Job Title:** Assistant Headteacher Responsible for Behaviour  
**Salary:** L10 - L14  
**Responsible to:** Headteacher

## Main Purpose:

The Assistant Headteacher will work in partnership with the Headteacher and other SLT members in defining, articulating and implementing the mission and values of the School through effective communication and engagement of all stakeholders.

The Assistant Headteacher will also be expected to fulfil the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).

The specific nature and balance of responsibilities will vary according to the needs of the school but the main functions of the role are:

## Main duties

- Support the Headteacher in the school's self-review procedures, including the analysis of performance data, and producing the School Development Plan.
- Have full responsibilities for outcomes across the school including ensuring that relevant evidences are available and held in the required format.
- Implement the school's behaviour policy to maintain good order in the school;
- Carry out Performance Management of designated staff;
- Undertake other reasonable duties at the request of the Headteacher or governing body;
- Promote the values and achievements of the school to the community;
- Lead, drive, motivate, support, challenge and develop middle leaders to secure improvement across the school;
- Take school assemblies when required;
- To lead in the further development of the teaching of core and foundation subjects.
- All members of the School's Senior Leadership team are expected to:
- Reflect the school's vision and aims by promoting and developing a learning and caring culture;
- Demonstrate leadership by example;
- Set high standards, acting as role models for colleagues;
- Show a commitment to enabling all pupils to maximise their achievements;
- Contribute to the provision of a safe and secure learning environment;
- Support the school's endeavours to meet the needs of its community;
- Manage staff in a way that promotes their skills, confidence and expertise;
- Participate in the school's Performance Management process;

# JOB DESCRIPTION



## Key Accountabilities

- Strategic direction and development of the school
- To assist the Headteacher in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement;
- To play a significant role in setting aims and objectives for the school and in producing the School Development Plan along with the Headteacher, governors and other senior leaders;
- To take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan, and in agreement with the Headteacher;
- To assist the Headteacher in school self-evaluation and in the effective planning and management of resources to secure improvements;
- Demonstrate strategic vision and planning, using performance data analysis to inform staff deployment and to set targets;
- Ensure that analysis leads to improved rates of children's progress and overall attainment levels across the designated phase or whole school;
- Creation of strategic and operational data analysis systems to support in-depth analysis of individual teacher, subject and curriculum performance as part of the whole school self-evaluation process.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure the effective use of budgets and resources.

## Leading and Managing Staff

- Lead, drive, motivate, support, challenge and develop staff to secure improvement;
- Support the Headteacher, Executive Headteacher and governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders;
- To actively participate in school / community events;
- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, supply staff;
- To participate in recruitment and selection as agreed by the Headteacher.

## Safeguarding

- Take responsibility for promoting and safeguarding the welfare of pupils and staff in accordance with the current statutory guidance and legislation.
- Promote expected standards of behaviour which support learning and positive pupil outcomes;
- Create and maintain an effective partnership with parents/carers to improve children's achievement and their personal and social development;
- Promote a culture of independent learning;
- Take responsibility for handling individual pupil disciplinary cases.

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



# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	Qualified Teacher status	E
	Recognised degree or equivalent	E
Experience	Recent participation in a range of relevant and significant continuing professional development, including leadership.	E
	Successful Senior Leadership experience.	E
	Impacting significantly on a whole school initiative which has led to raising standards	E
	Experience of leading one or more curriculum areas with evidence of impact of initiatives on pupil outcomes	E
	Successful curriculum leadership and innovation	E
	Successful Senior Leadership experience or substantial experience of coaching teachers to improve performance.	D
Skills and Abilities	Improve planning and implementation, monitoring and review.	E
	Developing effective partnerships with parents and outside agencies	E
	Improving the quality of teaching at individual practitioner level and the whole school.	E
	Working in partnership with governors	E
	Ability to inspire, motivate and challenge staff including through the development of effective teams	E
	Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care	D
	Ability to use performance management to promote and support school improvement	D
Knowledge	Up to date knowledge of national policies, priorities and statutory frameworks including recent changes in curriculum and assessment.	E
	Knowledge of co-ordinating and leading on school outcomes.	E
	Appreciation of the benefits of effective collaborative working	E

# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Personal qualities	Excellent communication skills	E
	Exceptional interpersonal skills	E
	Personal impact, commitment, enthusiasm, integrity and resilience	E
	A commitment to promoting and developing pupils' personal development and well-being	E
	Enjoyment, energy and enthusiasm for working with our children	E
	Willingness to maintain own learning and professional development	E
	Being an organised, professional, reflective practitioner and creative thinker.	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. 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, Peacehaven
- 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 N Kingsford  
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>



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