

CITY OF
ROCHESTER



SCHOOL

**Recruitment Pack –
Deputy Head**
April 2025 for a September 2025 start

CITY OF ROCHESTER SCHOOL

Welcomes you



A Welcome from Our Head

I am delighted to introduce you to City of Rochester School. We provide specialist education for children and young people with Autistic Spectrum Disorder (ASD), aged 5 to 18. We are incredibly proud of our unique children, our supportive parents and carers and our dedicated staff where we all work together to make City of Rochester School a safe, happy and inspirational place to learn.

We are a small school offering an **individualised** and **bespoke** curriculum that enables pupils to thrive, shaped by our principles of **Confidence + Resilience = Success**. Our curriculum is both academic, offering accreditation of learning programmes from KS3 through to GCSEs and BTECs in KS4 and KS5 together with the experiential. In addition to mastery of the core subjects such as in English, Mathematics and Science, pupils participate in a range of exciting off-site learning opportunities that support the curriculum for example – horse riding; farm school; forest school and practical and vocational work such as film making, robotics and photography.

Our pupils' neurodiversity means that we focus on their social and academic development. This is reinforced by powerful pastoral and family engagement programmes. In addition, we have a highly experienced therapy team – for example Speech and Language, Play Therapy, Counselling and Occupational Therapy to address our pupils' individual needs. Our specialist staff know all our pupils, parents and carers very well and this forms the bedrock of our approach.

The ambition for all our pupils is for them to learn and develop their social skills so that they can embed and apply their learning and create the foundation for further education, training and employment. Where appropriate, work attachments and experiences are provided. We aim to provide holistic learning opportunities with clear outputs and outcomes, working closely with parents and carers to identify and develop the talents and skills of our very special children.

It is our duty and responsibility to provide the right environment to nurture our pupils' confidence; to give them the necessary skills to be resilient and responsible citizens and to create and celebrate their paths to success.

I extend a warm welcome to you.

Alicja Emmett
Headteacher



About You:

About You:

As a qualified teacher and an experienced leader you will be highly motivated to teach children with special needs to make progress and fulfil their potential. You will have:

- Successful leadership and management experience in a school – at least 3 years
- Experience of running and contributing to staff development
- Experience of timetabling
- relevant experience of classroom teaching and of working with children who have ASD - the role will include some teaching
- Involvement in school self-evaluation and development planning
- knowledge of curriculum, assessment, external verification and moderation and inspection requirements
- a wider interest in working with children, young people and their parents/carers both inside and outside the classroom
- the ability to contribute positively to the overall programme of learning for each student to ensure progression
- a focus on pupil outcomes and pupil progression
- to contribute to learning outside the classroom
- understanding that safeguarding all children is a top priority: to ensure their safety and wellbeing at all times

You should have:

- a relevant teaching qualification and experience in the classroom
- interest in a particular area of learning or the curriculum
- experience working within an ASD setting
- a high degree of initiative and sound judgement when working with children and young people
- ability to communicate effectively with learners and their parents/carers
- ability to work with parents
- ability, patience and judgement to manage behaviour
- be willing to work outside normal school hours to run after-school clubs

DEVELOP YOUR CAREER WITH US!

We offer:

- Fantastic pupils
- Supportive school community
- Innovative curriculum
- Employer's pension contribution of 8%
- All school holidays plus up to 10 additional days holiday entitlement
- Employee Assistance Programme
- Full induction programme
- Monthly professional training and development
- 5 Inset Days with a focus on autism best practice and curriculum knowledge and development

Our Core Values

Our ambition at City of Rochester School is for pupils to develop self-confidence, independence and resilience through an engaging and holistic curriculum. This will provide the skills; life experiences and qualifications pupils need to participate successfully in wider society.



Confidence

We value inspiration, aspiration and experimental learning inside and outside the classroom to develop pupil's confidence.

Resilience

We value participative learning that develops pupil's thinking and social skills, enabling them to understand their autism and to develop resilience for life.

Success

We value learning outcomes that are holistic and which measure and celebrate pupil's success at school and improve their life chances.

Vision and Aim



Our ambition at City of Rochester School is for pupils to develop self-confidence, independence and resilience through an engaging and holistic curriculum.

This will provide the skills; life experiences and qualifications pupils need to participate successfully in wider society.

Our highly experienced and dedicated team provides an ambitious curriculum that nurtures and challenges our pupils.

Our aim is for pupils to be successful at City of Rochester School and for them to be equipped with the skills they need to lead purposeful and productive lives when they leave us.



We work collaboratively with families as an integral part of our service, recognising their central role in ensuring their children thrive at school.



City of Rochester College

This role will be based across two sites one at Cliffe Woods and the other at City of Rochester School Vocational College which is based on Medway City Estate. We are expanding the school by taking on a new off site premises from which we will run vocational learning for some of the older pupils to help them learn trades and life skills to assist them as they move on from education. Planning was granted in September 2023 for this new venture and so now is an exciting time to join us as we get the college up and running.



Staff Wellbeing Charter

We will:

- Provide a minimum of 5 professional development days and regular twilight sessions to enable staff to keep their professional practice current and up to date.
- Provide appropriate resources to enable staff to deliver outstanding lessons.
- Encourage feedback on how we can collectively improve our service to our whole school community.
- Provide an appropriate space for staff outside the classroom.
- Provide an Employee Assistance Programme to promote staff health and wellbeing.
- Provide staff wellbeing sessions via the City of Rochester School Mental Health Champion, the Wellbeing Team or via Supervision in complete confidence to enable staff to share concerns that may impact upon performance.
- Recognise outstanding practice through half-termly staff recognition and rewards.
- Provide staff opportunities to reflect on their practice with other staff in an informal manner.
- Provide staff with additional leave across the school year to support staff wellbeing, work/life balance and to promote family time.
- Weekly flexible PPA for teaching staff
- Have an open-door policy – staff can access the Wellbeing Team, Phase Leaders, Assistant Headteacher, Deputy Headteacher and Headteacher.
- Have regular de-briefs and meetings to enable staff to share what they did well and what concerns they have.
- Have a Performance Related Pay system linked to appraisal to recognise staff performance and contribution to the school and pupil outcomes.
- Provide refreshments for the staff room.

Safeguarding

The City of Rochester School fully recognises its responsibility to safeguard and promote the welfare of pupils and young people and is committed to ensuring that its pupils have opportunity to thrive within a safe environment. The school expects all staff and volunteers to share this commitment.

The school also operates within other policies relating to safeguarding, child protection and welfare of pupils. The following policies are available on the school's website:

- Safeguarding Policy
- Whistleblowing Policy

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process the school operates within a Safer Recruitment Policy. Members of the school staff and governing body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.



Recruitment process and additional recruitment information

Closing date: Friday 6th June - 10am

Interview date: TBC

Start date: September 2025

Visits:

You are welcome to visit the school as we believe it is important for you to see it in action and get a first-hand impression. Visits can be arranged through the school office on schoolcontact@cityofrochesterschool.org

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview.

Details will be made available when selected, but the interview is likely to include:

- Time in a classroom
- An observed lesson
- An interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing alicja.emmett@cityofrochesterschool.org

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

What our current employees say about us.....

"I really enjoy my job as a Learning Support Specialist here at City of Rochester. I'm able to use the skills I've acquired through previous experience but have the opportunity to train and learn new skills.

It's really fulfilling getting to work with the amazing pupils we have here at City of Rochester, making a difference to not only their education but equipping them with life skills they can use every day and in their future lives. "

(Louise B, 2023)



"I am neurodiverse and instead of feeling anxious and ashamed I have been urged to flourish, staff here are encouraged to show their differences and it is clear that the best thing is in fact that we are all different! Our pupils are all different, and so are our staff, I have never known a more supportive, family feel work environment. I have finally found my forever school!"

(Kaylee B, 2023)

"At CORs I have had the pleasure to work as a teaching assistant, trainee teacher and now teacher. I chose to work my way through my teacher training here at City of Rochester because of its forward thinking, innovative and inspiring attitude to educating our pupils. Pupil welfare and aspirations are at the forefront of every decision made, with a key focus on development of staff skills and resources to support this. This makes coming to work a pleasure everyday, as I always feel supported in the work I do. I thoroughly recommend working at this school as every day you leave feeling accomplished, inspired and supported by the brilliant team at CORs. " (Kayleigh P, 2023)

What our parents and carers say about us.....



Rachael Anne Irvine

I wana shout out to all staff at City of Rochester School they are all amazing people and have helped my boy in such a way I don't know how to thank them.. 🥹 They're a top top school and I am grateful for everyone of them and what they all do there 🥹



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Cherilyn-marie Drinkwater

My son is in his 2nd yr here.. now yr 8 All i can say is wow this is the perfect school for sen children xxx ive seen a complete turna around with my son

Like Reply 38 w



“City of Rochester School has been supportive from the moment my son and I arrived for a taster day! My son hated his previous school and his mental health was deteriorating rapidly due to the stress and anxiety that was caused having to attend. City of Rochester school took their time and energy to get to know my child and very quickly learned how best to support him and very soon after he turned a corner.

Due to their person centred approach along with their excellent communication skills when involving parents, that enabled us to work together openly to best meet the needs of my child.

My son now loves going to school and consequently has progressed so much educationally and emotionally. He now socialises with his peers and gets involved with the many activities on site and off site including horse riding, archery, museum visits to name a few!”

(Vicki Crone-Kontemeniotis, November 2022)



Jilly Ledbetter

Yeah I do my boy is doing so much better since going there best school for his needs. Totally bought out his confidence and trust the classes are small and the staff outstanding 🥰 best thing that happened for him. He wished I moved him sooner he up dressed every morning and enjoys being at school. Xx

Like Reply 1 y



Aimee Calvert

Best thing to happen to my son going to City of Rochester School. After he was failed by 3 previous schools and trusted nobody they have changed his life and his confidence grows every day. X

Like Reply 1 y

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