



THE ARCHBISHOP'S SCHOOL
CANTERBURY



The Archbishop's School STAFF RECRUITMENT PACK

FORGIVENESS • PERSEVERANCE • HOPE • COMPASSION • WISDOM

Enter to Learn – Go Forth to Serve



PERSEVERANCE

*"Never give up!
Always keep going!
Believe in yourself."*

A STUDENT QUOTE

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*"It has become a
more diverse community
and is warmly welcoming
to pupils from
all backgrounds."*

Ofsted, November 2023

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HEADTEACHER'S WELCOME

"The school is passionate in wanting all pupils to achieve well."

Ofsted, November 2023



Thank you for your interest in this post.

This is an exciting time to be thinking about joining us, as we enter the next phase of our development.

The Archbishop's School is a smaller than average Church of England Foundation School, situated in the St Stephen's Ward of the historic city of Canterbury.

Driven by our school's vision and values, our dedicated team are committed to providing a vibrant, caring, and supportive Christian Community for students of all faiths and none.

We provide targeted support and a broad education to enable each and every one of our students to flourish and fulfil their potential and to be generous and compassionate pilgrims in the world.

Our students are at the heart of everything we do. They are well known, well cared for and receive the very best support and encouragement in their learning which engenders excellent progress in their academic, personal, social and spiritual development.



Our recent Ofsted inspection in November 2023, graded the school as 'Good' – you can read the full report [here](#).

Here at The Archbishop's School, our motto is 'Enter to Learn – Go Forth to Serve' and our students leave us with the skills, knowledge, and confidence to make a meaningful difference in their communities and beyond. We are extremely proud of the achievements of our students and the impact they make in the world.

If you can see yourself becoming a part of our inclusive and aspirational learning community, then we would love to hear from you.

We look forward to welcoming you to the Archbishop's family.

Kind regards,

Mr David Elliott
Headteacher



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OUR VISION AND VALUES



The school has approximately 750 students on roll, including 100 in the Sixth Form. We are proud to be the most culturally diverse school in the city.

Students follow a broad and balanced curriculum in Key Stages 3 and 4, with all students having the opportunity to study the EBacc group of subjects, together with a range of other academic and vocational qualifications. Students are taught in sets for the core subjects of English, Mathematics and Science and in mixed ability groups for all other lessons. Students attend worship every day, either as a form group, year group or Key Stage group.

The school runs a varied co-curricular programme, with a range of sporting, artistic and other activities taking place both at lunchtime and after school.

The pastoral care of the students is based in year groups, with each student having a Form Tutor, Head of Year, and a non-teaching Student Support Manager. We also employ a full-time School Chaplain.

The SENCO is a member of the school's Senior Leadership Team and provides a wide range of intervention strategies including the ICAN curriculum through the Learning Support Department. We also run two SRPs, one for students with visual impairment and one for students with Specific Learning Difficulties.

"The school has worked hard to ensure that the curriculum builds pupils' learning in a logical sequence so that their knowledge is secure."

Ofsted, November 2023

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CANTERBURY



Steven Waller/Unsplash

Situated in East Kent on the River Stour and approximately ten miles from the coast, the city is within one hour of London by fast train. It has a rich historical cultural heritage from the Roman period to the present day.

Within the walls of Canterbury City is the Cathedral, one of the oldest and most historic Christian structures in England, mother church of the Anglican Communion, and seat of the Archbishop of Canterbury.



Alex Boschmans/Unsplash

Canterbury, designated as one of Britain's Heritage Cities, is also an important cultural and entertainment destination with venues such as the Marlowe Theatre – Kent's major modern large-scale theatre for performances, musicals, dance, opera, music, and comedy. Also, each year there is The Canterbury Festival – Kent's international festival of the arts. There are food festivals held in the Dane John Gardens and a Christmas Market to celebrate the season. 'The Riverside' is an exciting new leisure and residential complex situated alongside the River Stour.

Canterbury has two prestigious academic institutions, University of Kent, and Canterbury Christ Church University.

The Archbishop's School is located within walking distance of the city centre and there are many other interesting attractions, all within the county of Kent.



Inia Pavlic/Unsplash



Helena/Pixabay

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The Archbishop's School

St Stephen's Hill, Canterbury, Kent, CT2 7AP

www.archbishops-school.co.uk

Telephone: 01227 765805

Email: admin@archbishops.kent.sch.uk

LOCATION



Transport in Canterbury



Local to the school, there are two train stations with direct routes to Margate, Dover, London and more, operated by Southeastern Trains.

Canterbury West Train Station (1.1 miles)

Canterbury East Train Station (2.3 miles)

southeastern



There is a central bus station run by Stagecoach.
The bus routes cover all areas of Kent.

Canterbury Bus Station (1.7 miles)

Stagecoach

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STAFF REWARDS AND BENEFITS

Kent Rewards

- National discounts from over 700 retailers through instant high street and online vouchers, cash-back and reloadable cards.
- Local discounts from a variety of Kent businesses.
- Wellbeing Centre – A portal packed with healthy meal ideas, financial support and advice, mental wellbeing support and a wide range of exercise and activity programmes.
- Cycle2Work – a HMRC approved tax and National Insurance (NI) efficient scheme open to KCC employees, which helps you acquire a bike and safety accessories for cycling to work.
- Kent Adult Education – 10% discount on most Kent Adult Education courses.



Employee Assistance Programme

- Access to the 24/7/365 confidential telephone helpline for in the moment support from a counsellor, legal information from our in-house legal team, financial information, medical information, 24/7 critical incident telephone support, family information on topics such as childcare and eldercare.
- Access to up to 6 sessions of telephone or online counselling sessions, per employee, per issue per year.
- Online Health and Wellbeing Portal.
- Access to the My Healthy Advantage mobile app.
- Access for retirees/leavers up to 3 months after leaving a company.
- Coverage extended to an employee's partner/spouse/dependent (child between the ages 16 – 24 in full time education living at the same address) minus the legal information and face to face counselling.
- Monthly Employee/Employer newsletters.



My Healthy Advantage

This app includes the following features:

- Personalisation – you can specify preferences and topics to populate a personal newsfeed and account with tailored resources, tools, and learning materials.
- Weekly mood tracker – you can track and reflect on your emotional, physical, and financial wellbeing on a weekly basis.
- Support – you can contact Health Assured confidentiality via phone, request a call back or live chat to speak directly with our team.
- Breathing techniques feature, plus access to the BrightTV video series and the brand-new Peace of Mind video podcast.

Staff Social Committee

- Regular events organised by the staff team such as: Marlowe Theatre, Escape Rooms, Quiz nights, Fajita night, Ascot, and Fright Night.

COMPASSION

*"Caring for others,
being kind to people
who are in need."*

A STUDENT QUOTE





APPLICATION PROCESS

To apply for this post, please apply through Kent Teach before the deadline to ensure you will be considered for the role. Early applications are welcomed, and the school reserves the right to appoint before the published deadline if a suitable candidate is found.

If there are circumstances which prevent you from applying by the stated deadline, please email admin@archbishops.kent.sch.uk to discuss the possibility of a late application with our HR team.

Interview Invitation

We will contact you to invite you to an interview if your application has been shortlisted. Please expect a phone call and/or an email shortly after the deadline date at the latest for this invitation. If we do not contact you, you should assume that, on this occasion, your application has been unsuccessful.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Pre-Interview Documents

We will make you aware of any documents or materials we will require you to bring for your interview. All candidates are required to complete a self-declaration form before the interview. As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Interview Process

Teaching Roles: Once you have signed in at reception, the interview process will begin. You will receive a formal panel interview with at least two of our team, who will ask necessary questions about the role you are applying for, your experience to date, as well as your commitment to safeguarding. You may be required to complete a written task as part of the interview process and/or teach part of a lesson. We will make you aware of this prior to your interview.

Applications are invited from both experienced teachers and Early Career Teachers who possess the skills, enthusiasm, and commitment necessary to ensure our students succeed and develop in our nurturing community.

Support Roles: Once you have signed in at reception, the interview process will begin. You will receive a formal panel interview with at least two of our team, who will ask necessary questions about the role you are applying for, your experience to date, as well as your commitment to safeguarding. You may be required to complete a written task and/or trial shift as part of the interview process. We will make you aware of this prior to your interview.



After the Interview

We will contact you to inform you if your interview has been successful or unsuccessful.

Upon being notified of an unsuccessful interview, you are welcome to request any feedback on your application and interview.

Upon being notified of a successful interview, we will offer you the role you have applied for, and we will begin the enrolment process including requesting references, obtaining required documents and applying for your DBS with our school.

For more information, or if you wish to speak with our HR Manager, please contact admin@archbishops.kent.sch.uk or call us on 01227 765805.

The school values diversity and is committed to equality of opportunity. We are happy to discuss any reasonable adjustments that individuals may require during the recruitment process or once in post.

*"The staff are
kind and caring"*

A quote from one of
our Year 7 students.

