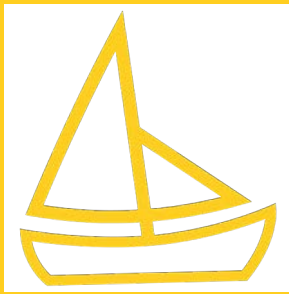




**The
Whitstable
School**

Year Group Leader
The Whitstable School
Information



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Welcome

Welcome to The Whitstable School, a thriving and supportive community committed to excellence and inclusion. If you're considering joining our team, you'll find a school that prioritises both academic achievement and personal growth for students and staff alike. We are one of the highest-performing non-selective schools in the district, with a strong track record in GCSE results and an unwavering dedication to meeting each students' unique needs.

At Whitstable, we have a rich curriculum that balances academic rigor with creative and practical opportunities. Our arts programs in drama, music, and dance are well-developed, while our STEM curriculum goes beyond the basics with enhanced lessons and enrichment activities in Science, Technology, Engineering, and Mathematics. We believe that when students have a clear sense of belonging, they're empowered to become innovative and independent thinkers. Our above national attendance rates are a testament to the engaging and inclusive environment we create at The Whitstable School.

New staff will find a supportive and collaborative atmosphere, fostered by our open door policy. At The Whitstable School, professional development isn't just encouraged, it's woven into our school culture. Teachers work closely together to share insights, develop their pedagogical skills, and support each other's growth. We also value leadership development, offering opportunities across all phases of secondary education for staff to expand their skills, take on new challenges, and contribute to the school's vision.

Our commitment to broadening students' horizons extends to our partnerships with external organisations. From affiliations with the Cave Hotel Golf Academy and Football Futures, to collaborations with the Iris STEM Community and local construction companies, our partnerships create valuable pathways for our sixth form students, who pursue both A-levels and vocational qualifications. These connections not only open doors for students but also provide our staff with exciting opportunities to collaborate with industry professionals and bring real world insights into their teaching.

The Whitstable School is a place where educators can thrive as part of a dedicated, innovative team. We combine the academic rigor of a grammar school with a tailored approach that supports students of all abilities, from high achievers to those pursuing vocational pathways. If you're passionate about making a difference, working collaboratively, and inspiring young people, we would love to welcome you to our team at Whitstable. Here, you'll be part of a school that values excellence, creativity and community, and is a place where you'll truly make an impact.

Here are the benefits of working at Whitstable School:

- Headteacher days offered throughout the year for running extra enrichment, clubs and activities.
- A friendly, supportive community where staff work closely together.
- Cross departmental CPD, allowing staff to collaborate in teams for pedagogical development.
- An inclusive environment with regular staff gatherings, including breakfast briefings.
- A strong sense of teamwork and collaboration among staff.
- Access to lesson planning and resource support.
- A centralised behaviour system, enabling teachers to focus on teaching.
- Clear behaviour expectations where students take responsibility through specialised behaviour cards.
- Opportunities for leadership and skill development by working with others across the school.

Thank you for considering Whitstable School.



Alex Holmes
Headteacher

Job Description

Job Title: Year Group Leader
Grade: SAT D
Responsible to: Assistant Headteacher

Purpose of the job

To support the enhancement and operation of the learning environment of the School, with a particular focus on the pastoral management of the students.

PRINCIPAL RESPONSIBILITY

To monitor and communicate the overall behaviour and attendance of students within a designated year group. Working with individual pupils and their families to improve attendance and behaviour.

To support the designated safeguarding lead responsible for children protection across the School. To take part in strategy discussions and inter-agency meetings, contribute to the assessment of children and liaise with relevant agencies such as the local authority, children's services and police.

Key Duties & Responsibilities (Safeguarding Related):

- DSL trained
- Liaise and work alongside the DSL, as and when appropriate, on any safeguarding/child protection concerns
- Maintain records of safeguarding on MyConcern
- Inform the Lead DSL and Head of Safeguarding about issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with staff (especially pastoral support staff, School nurses, IT Technicians, and SENCOs) on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Work with the Lead DSL and relevant strategic leads to take responsibility for promoting educational outcomes by:
 1. 1. knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 2. 2. identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
 3. 3. ensuring the School knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 4. 4. supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.
- Ensure MyConcern files are kept up to date and information is kept confidential and stored securely
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Help promote educational outcomes by sharing information with teachers and School leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Job Description

Key Duties & Responsibilities (Student Welfare Related):

- To create and maintain an ethos within the specific year group in line with the School's ethos
- To be a role model for staff and students
- To get to know students in the year group and wider community as well as possible
- Promote and celebrate year group activities and individuals' achievements
- Coordinate social, charity and extra-curricular activities for the year group
- Ensure the smooth induction of new entrants to the year group
- To insist on high standards of School uniform and initiate action as necessary
- To insist on high standards of co-operation and behaviour and initiate action as necessary
- Support and challenge individual students whose behaviour is a concern
- Manage behavioural incidents promptly and effectively
- Effective communication with the SENCO, ensuring vulnerable students are fully supported
- Carry out home/off site visits to pupils and their families
- Liaison with parent/carers and external agencies including attending meetings, as well as social workers and other agency staff to inform and update where necessary

Key Duties & Responsibilities (Attendance Related):

- Monitor and respond to the late arrival of students in the mornings
- To make initial enquiries with parents/carers regarding unexplained absences/lateness, including first day calling/texting
- Ensure the consistent implementation of attendance and punctuality procedures
- To advise on strategies to promote the regular and punctual attendance of all students and assist in the implementation of the strategies collaboratively with the Attendance Officer
- Be the first contact for all attendance and inclusion issues including for external agencies/visitors.
- Offer guidance and support to students returning after a long period of absence.
- To promote incentives for improving attendance within the School – including attendance certificates and prizes

Effective Communication

- Attend and participate in meetings as required.
- Contribute to the overall ethos/work/aims of the School.
- Ensure appropriate record keeping of actions and outcomes of meetings with families and other agencies.
- Phone calls, visual letters and arrange meetings with parents and Key Stakeholders.
- Undertake routine checks of pupils in lessons.
- Keep parents informed of students' progress and make contact and invite in as necessary
- Keep staff informed of outcomes following action
- Keep accurate records of all communications with parents
- Ensure information in student files are kept accurately

Promotion of School Values

- Play a full part in the life of the School community, supporting its mission and ethos and encourage staff and pupils to follow this example.
- Actively promote the Trust's corporate policies.
- Contribute to whole School attendance events as and when required.
- Support and contribute to the School's commitment to safeguarding all pupils.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

Job Description

Training

- Undergo training, at least every 2 years, to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Personal CPD undertaken

Understanding the views of children

- Encourage a culture of active listening to children
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the School, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Other areas of responsibility

- Must recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;

In additional all members of the School community are expected to:

- Display a commitment to child protection and safeguarding. Report to the Headteacher any behaviour by colleagues, parents and children which raises concern
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

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

Person Specification

Qualifications & Experience	Essential / Desirable
Good general education, including GCSE Maths & English	D
Demonstrable evidence of building relationships with children and their parents, particularly the most vulnerable	E
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	D
Willingness to undertake appropriate training and professional development	E
Clean current driving licence and access to a vehicle.	D
Qualification related to working with children and young people	D
Good general education, including at least 2 A Levels or NVQ Level 3/4	D
First Aid training	D
Experience of working in an educational environment	D
Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> • Building relationships with children and their parents, particularly the most vulnerable • Working and communicating effectively with relevant agencies • Implementing and encouraging good safeguarding practice throughout a large team of people 	D
Knowledge & Skills	
Understanding of confidentiality	E
Good IT skills	D
Knowledge of administration procedures	D
Adaptable, proactive, self-starter and ability to manage a large variety of situations	E
An effective communicator with excellent interpersonal, persuasion and negotiation skills	E
Able to identify work priorities and manage own workload within agreed parameters	E
Able to maintain accurate work records	E
Knowledge of Child Protection /Safeguarding Procedures	D
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
An understanding of issues that may affect a student's ability to attend school	D
Knowledge and practical experience of BromCom	D
Knowledge of Google Suite	D
Demonstrable knowledge of attendance regulations	D
Knowledge of using MyConcern.	D
Personal Qualities	
Strong work ethic and capacity for hard work	E
Able to deal appropriately and effectively with children, parents, staff and professionals from outside agencies at all levels	E
Ability to cope with stressful / conflict situations and be resilient	E
Ability to listen effectively	E
Ability to use your own initiative and work alone when necessary	E
Commitment to ensuring the safety and welfare of children	E
Commitment to upholding and promoting the ethos and values of Swale Academies Trust	E
Integrity, honesty and fairness	E
Commitment to equality	E
Commitment to maintaining confidentiality at all times	E
Ability to produce reports and analyse data.	D



Working at The Whitstable School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

Well-Being

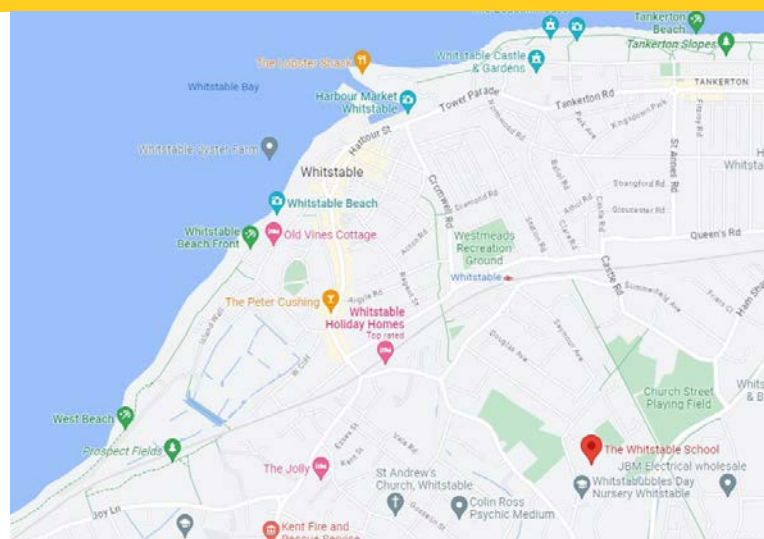
- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E) plus Public holidays, that increases on length of service
- Cycle to Work scheme

Finding Us

The Whitstable School
Bellevue Rd, Whitstable CT5 1PX

01795 905989
recruitment@swale.at

Closest Train Station: Whitstable Station
Approx. 15 minute walk





Headteacher's Vision

The Whitstable School, under the stewardship of its Headteacher Mr Alex Holmes, is charting an ambitious course towards excellence while ensuring inclusivity every step of the way. As a new era unfolds, the school stands ready to redefine its role in the community – not merely as an educational institution but as a hub of innovation, opportunity and personal growth.

Situated in the heart of Whitstable, Kent, the secondary school's fresh vision aims to cater to the needs of its current students, as well as inspire future generations of prospective students.

At the heart of Mr Holmes' vision is a commitment to provide a holistic educational experience – one that recognises the diverse talents and aspirations of every student. Central to this ethos is the belief that academic achievement should be complemented by a robust creative and vocational pathway. Thus, the school is expanding its GCSE offerings to include construction and bolstering its investment in science, technology, engineering and mathematics enrichment.

The Whitstable School is also broadening its A-level curriculum, introducing a suite of exciting new qualifications to accommodate the evolving needs of its student body, while a partnership agreement with Football Futures underscores the school's dedication to nurturing regional football talent.

Acknowledging the impact of extracurricular activities, Mr Holmes has introduced new roles such as Enrichment Coordinator, aimed at diversifying the range of trips and rewards available to students. This commitment to broadening horizons and celebrating success extends to the very fabric of the school's culture, with an emphasis on fostering a supportive environment where every student can thrive.

Through a redesigned curriculum model, The Whitstable School is prioritising the development of leadership skills, ensuring that students across all year groups have the opportunity to lead, inspire and make a tangible impact within their community.

Headteacher Mr Alex Holmes said: "It has been a real pleasure to become the new Headteacher of The Whitstable School and to be welcomed so warmly by the pupils, parents and local community. The school is now fully embarking on its next phase of school improvement to ensure it enhances its position as the district's best performing non-selective school.

"I am very much looking forward to welcoming the community into the school and working closely with local primary schools, businesses and charities to share resources and celebrate the work and successes of our brilliant young people."



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 applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to anna.rimmington@swale.at or by post to the following address:

Anna Rimmington
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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

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, 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

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

