



Abbey Court School

# ABBEY COURT SCHOOL

'We grow people'



## FARM MANAGER



June 2019

Dear Applicant

## FARM MANAGER

Thank you for responding to our advertisement and requesting further details of this post.

Abbey Court has been rated 'outstanding' by Ofsted at the last three successive inspections.

This information booklet provides details about both the school and the position in question. Please find enclosed:

- ◇ Information about the school and post (including Job Description and Person Specification)
- ◇ Application form

The closing date for applications is 3.30pm on 28 June 2019. Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Disclosure and Barring Service certificate.

(To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Karen Joy  
Headteacher



## **WORKING AS A FARM MANAGER AT ABBEY COURT SCHOOL**

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery and Primary School in Cliffe Road, Strood, and Secondary School and Further Education Department in Rede Court Road, Strood. The farm is situated at the primary site. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at....

<https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school>

## **Days and Hours**

This is a full time post. Daily working hours will be agreed but will include weekends. A flexible approach to each working day is expected by all postholders.

## **Salary**

The successful candidate will be employed on Medway Scale C2 (£21,589—£28,785)

## **Holidays**

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

## **Continuous Professional Development**

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

## **Start Date**

It is hoped that the successful candidate will be able to take up post FROM September 2019, on completion of all checking requirements.



## The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

## Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Qualification/ registration to professional body
- ⇒ Medical clearance
- ⇒ 2 x references

Interviews will take place as soon as possible after the closing date, and the panel and details of interview format will be advised to invited candidates.





## School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

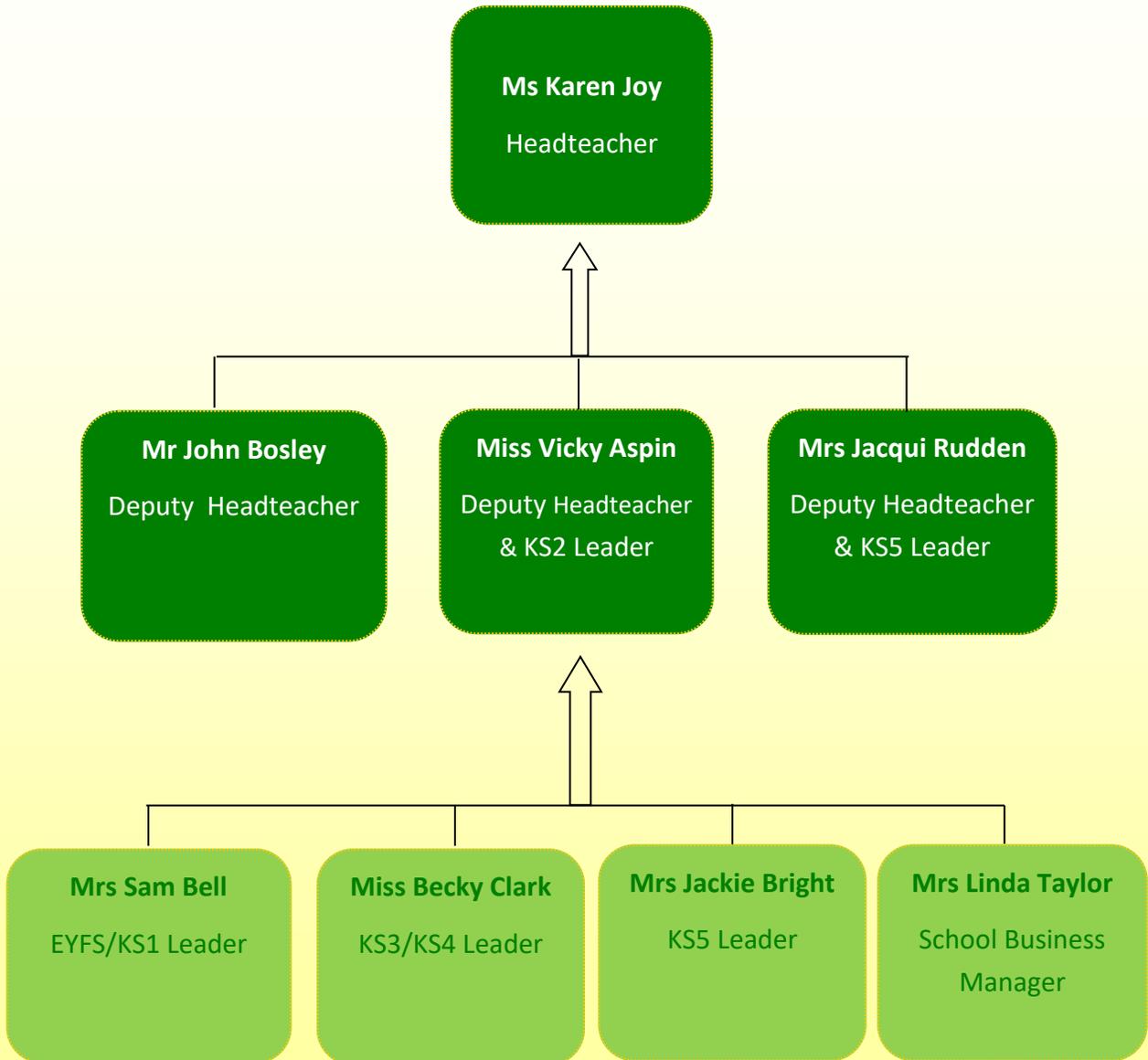
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



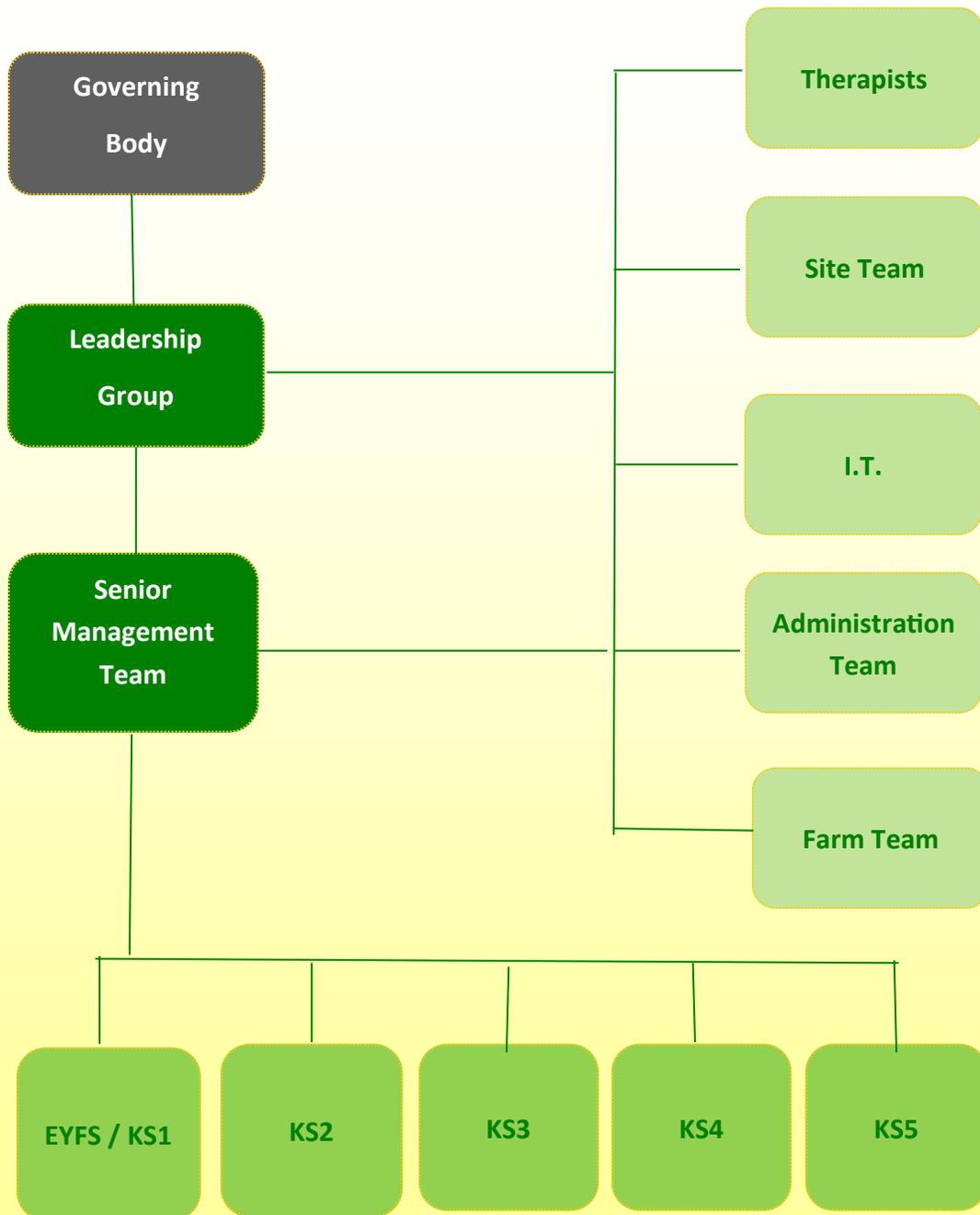
## ADDITIONAL INFORMATION

### 1. Line Management Structure

#### Leadership & Senior Management Teams



## Whole School



## **JOB DESCRIPTION**

**HOURS:** 7.30am – 4.00pm, 37 hours per week (eg. Tuesday to Saturday),  
52 weeks per year (1 hour lunch)

(Seasonable flexible hours as agreed with the Headteacher in conjunction with the Farm Manager)

**SALARY SCALE:** Scale C2 points 12-25 Medway Scale

**LOCATION:** To be based at the Cliffe Road site

**REPORTS TO:** The Headteacher, who has overall responsibility for the school and /or her deputies.

## **RESPONSIBILITIES AND DUTIES:**

Under the direction and guidance of the Headteacher, to undertake school duties as listed below.

## **GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:**

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.



1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.

To assist in the provision of a high quality educational experience for all children.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

### **General**

1. To provide support to the management of the school and assist the Headteacher with promoting the use of the farm as an educational resource.
2. To attend meetings as required by the line manager.

### **Specific**

1. To ensure that all livestock are adequately fed, watered and cleaned out.
2. To sell and purchase livestock when requested to do so by the line manager.
3. To cultivate and maintain crops in the horticultural plots.
4. To ensure that plants in the polytunnel are watered and fed.
5. To maintain all garden areas and paths and ensure that they are tidy.



6. To keep all farm buildings and land clean and tidy at all times.
7. To maintain all buildings, sheds, fences and machines and ensure that they are all in a good state of repair.
8. To be responsible for all health and safety issues within the farm area.
9. To ensure the safe storage of farm machinery and equipment, medicines and sprays.
10. To account for any expenditure against a pre-agreed budget. To keep detailed records of financial incomings and outgoings in line with school policy.
11. To ensure all animal records are maintained in accordance with the DEFRA guidelines regarding animal movement, medical administration and identification including calf passports.
12. To safely administer animal medicines and anthelmintics.
13. To develop the farm and school grounds potential for use by students and the wider community. (The school grounds are managed by the site staff but if areas are designated as suitable for extension work from the land based unit eg. For grazing animals, growing plants, then input from the Farm Manager would be necessary.)
14. To undertake fundraising activities with the students for the betterment of the farm.
15. To support and liaise with the Young Farmers Club to supply livestock and activities for their use when appropriate and possible. To supervise club members at all times on the farm having regard to health and safety regulations.



16. To further develop community links.
17. To prepare for and attend agricultural shows as required.
18. To assist with the management and maintenance of the farm for Land Based Studies.
19. To line manage the Farm Assistant / Stock Person and other staff who help with the day to day running of the farm.
20. To work as part of both farm, and whole school, teams.
21. To participate in training courses as appropriate to the post.
22. To participate in the school Performance Management Scheme.
23. To work in a safe and responsible manner paying attention to all Health & Safety procedures operating within the school.
24. To implement safeguarding policies and procedures at all times.

### **Teaching Assistant**

1. Contribute to the management of student behaviour and support students during learning activities. Establish and maintain relationships with individual students and groups. Provide cover supervision for whole classes where and when required. Review and develop own professional practice.
2. To supervise whole classes during short-term absence of teachers. Provide instructions for a lesson as provided for by a teacher and ensure the good behaviour of the students and make sure the students engage in the learning activity. The postholder will be required to respond to students' general questions and provide feedback to the teacher on broad issues, such as behaviour, but will not be expected to undertake any planning, preparation, delivery of assessment of students' progress and/or development. Participate in general supervision and act under the professional direction of teachers.



3. Implement structured learning activities/teaching programmes and support students in accessing learning activities under the guidance of the class teacher, providing feedback to students in relation to their progress and achievement in order for students to realise their full potential.
4. Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to student learning.
5. Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure students' learning needs are met.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage students to take full responsibility for their own behaviour in order to maintain required standards of discipline and students' well-being, health and safety.
7. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc, whilst creating and maintaining a purposeful, productive and safe working environment to ensure students' learning needs are met.
8. Ensure specialist equipment is maintained, checking it for quality/safety and monitor and manage stock and supplies, cataloguing as required. Demonstrate and assist others in the safe and effective use of specialist equipment/materials to ensure all are safely and effectively used.
9. Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
10. Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
11. Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
12. Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
13. Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

## PERSON SPECIFICATION

### Qualifications

#### *Essential*

- Appropriate qualification in Animal Care/Management
- Good standard of general education (ie NVQ1 or equivalent) together with good numeracy and literacy skills (ie (NVQ2 or equivalent)

### Experience

- Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with student behaviour.
- Successful relevant experience of working with children (at least 2 years).
- be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure students' progress, giving feedback as required.
- Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Have a good working knowledge of relevant policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality.
- Ability to maintain clear, accurate records.



## Skills

- Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.
- Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.
- Demonstrable experience of planning ahead and having the ability to respond positively to change.
- Ability to monitor the effects of decisions, taking account of risks and being prepared to take ownership of actions, and modify own and others work practices where necessary.
- Commitment to continually seek and implement improvements and helping others to cope with change.

## Personal Qualities

- Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving.
- Must have excellent communication skills, both verbal and written.
- Ability to contribute to team plans and objective setting, initiating ideas for managing their own and others workloads.
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- Extensive experience of taking initiative in situations, able to identify own development needs and able to coach and working with others to share best practice and new knowledge.
- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.
- Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors.



**Abbey Court School**

**Nursery & Primary School**  
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Strood  
Kent  
ME2 3DL

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Strood  
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**“I am incredibly overwhelmed with the amount of training offered at Abbey Court School.”**

**“Team work, training and quality of resources are strengths.”**

**“The moment I stepped inside the school, the atmosphere was positive.”**

**Staff Survey**

