May 2018

Dear Colleague

Thank you for your interest in the position of Teacher of History at Spen Valley High School. This presents a wonderful opportunity for an outstanding professional to join our team and through the support of established and experienced senior colleagues to further develop themselves and their career.

Teaching and Learning is at the heart of all we do and as a Teacher of History, you will be an outstanding practitioner and make a significant contribution to our scheduled fortnightly timetable cycle. You will work with a committed and talented team of Humanities teachers and continue the excellent progress made by our students in recent years. Within the application pack, you will find general information about our school.

I trust that this will give you a real sense of Spen Valley High School. Should you require any additional help, please do not hesitate to contact Debbie Hale, Headteacher’s PA. Indeed, if you would like to visit us to see the school in session, again contact Debbie who will be able to assist. Should you choose to apply for the advertised post, please complete the enclosed application form in full. Please understand there is no requirement to submit a Curriculum Vita, but should you opt to include one, this should not be as a substitute for any section of the application form. The application form asks you, under ‘Relevant Information’, to demonstrate your ability to meet the requirements of the job. In support of your application for this particular post you are invited to supply a general letter of application which takes our Employee Specification into account and which outlines how you would seek to develop the role as described. Your application should be marked “FAO The Headteacher” and returned to Debbie Hale (dhale@spenvalleyhighschool.co.uk) no later than 12.30pm on Tuesday 22 May. Further details will be sent to the short listed candidates who will subsequently be invited to interview.

I look forward to receiving your application. May I thank you again for your interest in the advertised post. I consider it to be a real privilege to be Headteacher of Spen Valley High School. I thoroughly enjoy leading the work of highly committed professionals and warm, talented students and I am confident, if appointed, you will share the same rewarding experience.

Yours sincerely

**I Ellam**

**Headteacher**

**General information for candidates**

Spen Valley High School serves the areas of Liversedge and Heckmondwike in West Yorkshire; it is a seven-form entry, co-educational school, which caters for students between the ranges of 11 to 16. We currently have 918 students on roll. Our catchment area is principally owner-occupied housing with a smaller proportion of established council housing. Around 18% of the student intake is from minority ethnic groups (around 11% are from families originating from Pakistan). Almost 33% of our students are entitled to support through the Pupil Premium and 24% are currently eligible for free school meals. The school takes pride in being connected to the community it serves and is seeking to foster stronger links with local community organisations. Parents are very supportive of the school and the school is always looking to further engage families in the learning process. We are a highly collaborative organisation. The school was a key player in forming the Spenborough Co-operative Trust alongside six primary schools and a special school.

Spen Valley High School has been determined as a GOOD school in its previous two inspections (most recently in January 2017). Attainment and progress have improved over time and outcomes in 2016 and 2017 continued to show a positive trend. Validated data in 2016 indicated Attainment 8 to be 4.50, Progress 8 as -0.02 and Basics at 55%. 2017 outcomes are now validated as 39.8 for Attainment 8, -0.05 for Progress 8 and 21% for Basics.

Spen Valley High School became a designated Sports College in 2004 and we can now see the legacy of this specialism within our Trust. Our School Sports Partnership, which began in September 2003, has received national recognition as an example of good practice. We have received a range of different accreditations; including Investors in People status, Sports Mark, Arts Mark and the Healthy Schools Award.

Spen Valley High School prides itself on offering a good quality learning experience and a caring, supportive environment for all students. Teaching is good overall and some is outstanding. Visitors to the school invariably talk of a very positive and purposeful atmosphere. Students are polite, courteous and inquisitive. Students’ attitudes to learning are good and they behave well in lessons and when moving around school.

Spen Valley High School is hugely ambitious for future success. It is relentless in its drive to move forward with priorities which are rooted in improving outcomes for students and are fuelled by partnership working of all stakeholders. In 2017-2018, our established priorities are to Strengthen, Partner, Engage and Nurture.

Should you be an experienced teacher or one new to the profession, Spen Valley High School is where you can enjoy your work and continue to learn. We look forward to hearing from you.

**Job Description**

POST TITLE : Teacher of History

SALARY GRADE : Main Scale / Upper Pay Spine

RESPONSIBLE TO : Lead Teacher of History

**PURPOSE**

* To be responsible for carrying out the professional duties set out in the Teachers’ Pay & Conditions Document as directed by the Headteacher within the context of the job description set out below.

**TEACHING AND LEARNING**

* To teach History to students across the age and ability range.
* To contribute towards wider curriculum development and delivery within the department.
* To contribute to cross-curricular development as required.
* To keep up-to-date with developments in History teaching by attending relevant courses.
* To support and contribute to extra-curricular activities.
* To undertake other learning related responsibilities within the school including being a Form Tutor.

**GENERAL**

* To support the general life and ethos of the school by contributing in any other way which is appropriate and to carry out other duties to the level expected of a main scale teacher relating to the efficient organisation of the school.
* To undertake such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Headteacher from time to time.
* The postholder’s duties must at all times be carried out in compliance with the school’s Equal Opportunities and Race Equality Policy and other policies designed to protect employees or service users from harassment.
* To take reasonable care of the health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the school’s Health and Safety Policy.
* It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.
* As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

# Employee Specification

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| --- | --- | --- | --- |
| CRITERIA |  | HOW IDENTIFIED | RANK |
| **Relevant** **Experience** | Completed successful teaching practices with experience across the 11-16 age and ability rangeTo have contributed in wider aspects of school lifeExperience of pastoral work within school | Application Application/Selection process/ReferenceApplication/Selection process/Reference | ABB |
| Education**And****Training** | Qualified teacher Evidence of recent training and development | Application Application/Selection process/Reference | AB |
| **Special Knowledge****And Skills** | To be familiar with all aspects of the National Curriculum in History including current assessment proceduresGood classroom organisation and managementAbility to use a variety of teaching methods | Application/Selection process/ReferenceApplication/Selection process/Reference Application/Selection process/Reference | BBB |
| **Any** **Additional****Factors** | Commitment to equal opportunitiesWillingness to work hardAbility to work in a teamAbility to adapt and differentiate teaching material for mixed ability groupsWillingness to learn and be involved in new initiativesEmpathy and self-awareness | Application/Selection process/ReferenceApplication/Selection process/ReferenceApplication/Selection process/ReferenceApplication/Selection process/ReferenceApplication/Selection process/ReferenceApplication/Selection process/Reference | BBBBBB |

**Note to applicants:** You will only be short listed from the details in the application form if you meet all the essential criteria ranked as A. If a large number of applications are received only those who best meet the desirable criteria ranked B will be short listed.

**Recruitment and Selection – information for applicants**

The school has rigorous vetting procedures in order to safeguard children’s well-being and to ensure the veracity of information relating to the candidate. All people employed to work at or by the school will be subject to an enhanced DBS check prior to starting employment.

For successful candidates, the recruitment panel will:

* Check that there are no unexplained gaps in employment. If there are, these will be investigated.
* Check original copies of qualifications (at interview).
* Check proof of identity documents (passport etc).
* Ensure the DBS check is put in motion.
* Ensure that two references are appropriately headed and signed. Where not, these will be investigated.

The school will:

* Arrange for the DBS check to be completed.
* Verify QTS through the Teaching Agency, if applicable.

The LA (Personnel and Payroll Staffing Section) will:

* Issue the contract of employment at the Headteacher’s or Chair’s instructions (for an Aided school it will be Governors who issue the contract of employment).

To ensure veracity, testimonials will not normally be accepted, nor will references provided by the candidate. Time constraints may dictate acceptance of references by email. However, such references must be confirmed by a signed original. Appointments will only be made pending satisfactory receipt of such original paper copies of references.

This school believes that the safety and well-being of children is paramount. DBS checks are important and valuable but not foolproof. To ensure that our recruitment and selection procedures reflect this, at least one member of every panel will have completed training. This will alert the panel as to how to identify and draw out possible child protection issues during interviews.

**Headteacher: Mr I Ellam**

**Roberttown Lane, Liversedge, West Yorkshire WF15 7LX Tel: 01924 405451**

**e-mail: office.spenvalley@kirkleeseducation.uk Website: www.spenvalleyhighschool.co.uk**

