

# NEWCASTLE UNDER LYME SCHOOL



Information for Candidates about the School



## NEWCASTLE UNDER LYME SCHOOL

### Introduction

Newcastle-under-Lyme School, which attracts pupils from a large area of North Staffordshire, South Cheshire and North Shropshire, is a co-educational day school for pupils aged 3 -18.

The present school was formed in 1981 through the amalgamation of Newcastle High School and the Orme Girls' School, two schools which were endowed as a single foundation in 1872 under an educational charity scheme for children in Newcastle which has its roots in the 1600s. The two schools enjoyed a reputation for scholarship and for service to the community throughout North Staffordshire, a reputation which has continued with the formation of Newcastle-under-Lyme School.

The School is also well known for its high standards in sport, music and drama, which play a major part in the co-curricular life of the School. The co-educational Junior School, is adjacent to the Senior School and has some 300 pupils aged 3-11.

### The Curriculum

All pupils in Year 7 to 9 follow a broad curriculum, including Latin for all pupils up to end of Year 8 and Sciences taught as separate subjects from Year 8 onwards. There is an element of choice in Languages from Year 7 and Creative Subjects in Year 9.

At GCSE and IGCSE pupils take nine subjects, including Mathematics, English Language, English Literature, and either Dual Science or three Separate Sciences. Pupils have to choose at least one Humanities subject and at least one Modern Foreign Language. A number of departments follow courses in IGCSE. In the Sixth Form, students normally start 4 A Level subjects in the Lower Sixth,

reducing to 3 A Level subjects in the Upper Sixth. This is under review given the final changes to A levels, which come into play in 2017. Students also have the opportunity to take the Extended Project Qualification.

The timetable consists of 40 periods per week, each of 35 minutes duration with a 5 minute changeover time in between lessons. The normal teaching allocation for members of staff is 32 periods per week, with 8 non-contact periods, some of which are used occasionally for cover. Members of staff with posts of additional responsibility may have additional non-contact periods as specified in the appropriate job description.

### Buildings, Facilities and Grounds

Set in 30 acres of grounds, the School is pleasantly situated on high ground in a quiet conservation area close to the centre of Newcastle-under-Lyme. The original buildings still form part of the School and imaginative, architecturally designed, extensions have been added from time to time.

A fine new dining hall was opened in one of the wings of the original building, part of the continuing programme of development and refurbishment which was begun when the School reverted to full independence in 1981. The Millennium Sixth Form Centre opened in March 2000, affording spacious new accommodation for senior students. In addition to the well equipped classrooms and Science laboratories, the School has a new Language laboratory, new DT workshops, a Music School, an Art and Design Centre, two libraries, a gymnasium and a Sports Centre which includes a sports hall, an exercise room and an excellent newly-refurbished 25m indoor swimming pool.

There are also tennis and netball courts, a flood lit all-weather pitch and extensive playing fields, providing pitches for cricket, rugby and hockey, adjacent to the School.

In September 2014 a major new £3.6 million development was completed, which includes a new and expanded Library, enhanced indoor social space and cafe, lecture theatre, and new Science laboratories. Computers are accessible in subject areas and in four modern laboratories, where there are over 100 machines linked on a network basis.

The School has full wi-fi coverage and a fast-developing VLE (Firefly). Pupils, as part of a rolling programme, are required to have a tablet device in lessons, and staff are being regularly trained in their use of ICT for teaching and learning purposes.

#### **Pastoral Care and the House System**

Form Tutors and Heads of Year have particular responsibility for the pastoral welfare of the pupils in their charge and all full-time teaching staff support pupils' progress and well-being, as well as involvement in the PHSE programme as a Form Tutor.

The House system is a key component for the involvement of pupils in the life and opportunities for the School. In Years 7 and 8 boys and girls have their own inter-house competitions. This structure gives to the lower school forms a separate identity within the Senior School. The Senior House structure, which extends from Year 9 upwards, consists of four co-educational houses. There is a full programme of inter-house events at lunchtimes and in games lessons.

#### **Sport and Co-Curricular Activities**

The main school games are Rugby, Cricket, Hockey, Athletics and Tennis for the boys and Hockey, Athletics, Netball, Tennis and Rounders for the girls. Swimming and Life-Saving also feature strongly for both genders. There are

opportunities for a wide range of other physical activities for students in the Sixth Form, usually including Aerobics, Basketball, Badminton and Football. A regular competitive programme in major team sports with fixtures against schools from a wide area takes place during the week and on Saturday mornings.

There are strong traditions in both Music and Drama, and standards in the performing arts are very high. More than 300 pupils receive instrumental tuition, and there are a number of concerts each year with major performances being given in local churches and in the Victoria Concert Hall in Hanley. There are several major dramatic productions each year.

The flourishing Combined Cadet Force has naval, army and air force sections, which pupils may join from Year 9, and there is also a committed Scout Troop. Many pupils participate in the Duke of Edinburgh's Award Scheme from Year 10 upwards, for which the School is an awarding body.

#### **Accessing Newcastle-under-Lyme School**

As a School we are forward thinking and enterprising. We have a determination to maintain access to the School through our Bursary programme and are constantly working to fund this programme.

#### **The Region**

We sit almost exactly half way between Manchester and Birmingham with excellent road and rail links north and south. We also lie close to some of England's finest scenery, with the Peak District on our doorstep. The rich cultural heritage of the Potteries also makes it a fascinating area in which to live and explore. Many staff live near the School; others travel from towns such as Leek, Nantwich, Stone, Market Drayton, Congleton and even Manchester.

## BENEFITS OF SERVICE

The school is a great place to work with a team of committed and hard working staff, focused, cooperative and pleasant pupils, attractive grounds and buildings and impressive facilities.

In addition, staff at the school currently benefit from the following;

- Full time staff benefit from a discretionary discount of 50% off school fees for their children to attend (pro-rata for part time staff).
- The school offers fee payment via a salary sacrifice scheme which may provide tax and NI benefits.
- During term time, staff are provided with a lunch allowance to spend in a choice of two dining rooms and two cafes.
- Teaching staff and others with relevant roles at the school are encouraged to use tablet devices and payment of £155 by the school towards this purchase.
- There are two staff car parks on site and although this is limited, there is ample, free on-street parking within the local area.
- Class sizes are usually fewer than 25 pupils.
- The school is situated within walking distance of Newcastle under Lyme town centre.
- The school works with some local businesses that provide discounts on their goods and services, eg. local garages and dental surgeries.





## SAFEGUARDING AND CHILD PROTECTION AT NEWCASTLE UNDER LYME SCHOOL

Newcastle under Lyme School is totally committed to doing all it can to ensure the safety and wellbeing of all of its pupils.

A comprehensive policy document is published on the school website.

All adults who work at the school must recognise that there is an absolute duty to respond to any issues that are brought to their notice.

Training in safeguarding children is given to new members of staff and covers essential issues such as;

1. Definition of child abuse.
2. Typical indicators of child abuse.
3. Details of what an adult must do if a child wishes to make a disclosure of abuse.
4. The procedure for recording a disclosure.
5. The need to discuss and Child Protection concerns with the appropriate Designated Safeguarding Lead (DSL) without delay.
6. The requirement to lodge any 'Record of Child Protection Concern' with the DSL immediately.
7. An outline of how the work of the DSL relates to the City and County Safeguarding Children Boards.



The DSLs for the School are;

### Senior School

Julie Simms, Deputy Head Pastoral and Designated Safeguarding Lead (jsimms@nuls.org.uk).  
Mark Snell, Deputy Head Academic (msnell@nuls.org.uk) or

### Junior School

Nick Vernon, Head of Junior School (nvernon@nuls.org.uk) or Mike Erian, Deputy Head Junior School (merian@nuls.org.uk).

### Early Years

Anne Smith, Nursery Manager (asmith@nuls.org.uk).

## RECRUITMENT AND SELECTION PROCEDURES: GUIDANCE FOR APPLICANTS

### Equal Opportunities

Newcastle under Lyme School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community. The school recognises its responsibility to treat equally each person who comes into contact with the School.

All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences. This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

### The Application Process

Applicants for this post should complete the Application Form and return it to the School as soon as possible.

#### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for such forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act.
- 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

- The successful applicant will be required to complete an online Disclosure from the Disclosure and Barring Services at the appropriate level for the post.
- We will seek references on shortlisted candidates and may do so in advance of interview.
- If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young people.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

#### Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

- The interview process will usually include the requirement to teach a lesson, to make a presentation or to undertake relevant activities.
- All candidates invited to interview must bring documents confirming any education and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- We will provide full information about the documents to confirm identity required for those invited to interview. Please note that originals of these documents will be required. Photocopies or certified copies will not be sufficient.

### **Conditional offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of satisfactory references (if these have not already been received)
- verification of identity and qualifications.
- a check at DfE List 99/Barred List and the Protection of Children Act List as appropriate.
- a satisfactory DBS disclosure.
- verification of profession status such as QTS Status (where required).
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (for teaching posts) a check that the candidate is not subject to a prohibition order issued by the Secretary of State.

- (for posts with management responsibility) check of management disqualification.
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance.
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- satisfactory completion of the probationary period.

### **Warning**

Where a candidate is:

- found to be on DfE list 99 Barred List or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court: or
- found to have provided false information in, or in support of, their application or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

**Applications**, (no handwritten applications please) by email or post to:

Headmaster  
Newcastle under Lyme School  
Mount Pleasant  
Newcastle-under-Lyme  
Staffordshire  
ST5 1DB

☎: 01782 631197  
✉: [headmaster@nuls.org.uk](mailto:headmaster@nuls.org.uk)  
💻: [www.nuls.org.uk](http://www.nuls.org.uk)