

HINCHINGBROOKE SCHOOL

Inspiring Excellence Fulfilling Potential Developing Character



INFORMATION PACK FOR TEACHER OF GIRLS PE (MATERNITY COVER)



Dear Applicant

Thank you for your interest in this post.

Before you complete the application form, please read our application pack carefully. You may also wish to view the video about working at Hinchingbrooke on our website. This pack contains vital information about the position you are applying for, the school, the application process and guidance on the recruitment of ex-offenders.

The application form can be downloaded from our website or you can request a hard copy from the school. Please read all the relevant information before you complete your application form. Once completed, you should return the completed application form to:

**Human Resources Team
Hinchingbrooke School
Brampton Road
Huntingdon
Cambridgeshire
PE29 3BN**

Or email it to jobs@hinchbk.cambs.sch.uk

Please note that if you return your application electronically, it is not necessary to follow it up with a paper copy as well. If you are invited for an interview, we will ask you to sign a copy of your application then.

Please DO NOT send us your CV as it is not going to be considered.

If you wish receipt of your application to be acknowledged, please make sure that you advise us in your email or enclose a stamped self-addressed envelope with your returned application.

Short-listing for the post will take place shortly after the closing date and you will be notified of the outcome in due course.

We welcome applications from all sections of the community and we carry out diversity monitoring in order to help us monitor our recruitment processes and establish whether we offer real equality of opportunity for our prospective and existing staff. The personal information requested in our monitoring form (via our website) will help us to ensure that our policies and practices are fair and effective. The monitoring form will not form part of the selection process and the information provided will be treated in strictest confidence and processed in accordance with the Data Protection Act 1998. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

We will make sure, whenever possible, that the application process is adapted to suit the needs of applicants who have a condition that gives them rights under the Equality Act 2010. If you have difficulties or are unable to complete the application form because of a DDA condition, please contact us as soon as possible to discuss in confidence.

In the meantime, if you have any queries or you experience problems with accessing the relevant documents, please contact the Principal's PA on 01480 375675 or jobs@hinchbk.cambs.sch.uk

Hinchingbrooke school – From the Principal

Thank you for your interest in our remarkable school.

Hinchingbrooke is one of the country's largest co-educational secondary schools with a current roll of c.1950 students aged 11 to 18 years and a Sixth Form of 400 students. It is in several senses a unique state school. It is built in the beautiful parkland grounds of Hinchingbrooke House, the former home of the Cromwells and the Montagus. Charles I almost certainly sat at the oak table, now in the Chapter Room, for his meals whilst a prisoner during the Civil War. Several Kings and Queens have graced its rooms, including Elizabeth I, whose arms now are displayed above the bow window. This heritage gives staff and students a very special pride and sense of identity.

The school has retained some of the best features of its Grammar School history whilst addressing the contemporary needs of modern-day students at an all-ability school. The Sixth Form play a very active whole school role and there are many very able post-16 students, as well as those in years 7 – 11, who have a strong sense of community. Participation in House activities and events is both broadly based and highly competitive. There are a significant number of leadership opportunities for students throughout the various student councils and committees and we often use a student panel as part of our interview processes for the appointment of teachers.

In September 2011, Hinchingbrooke became an academy, taking responsibility for shaping its own future in the context of the new freedoms to make educational choices. There are many areas in which Hinchingbrooke has achieved excellence including sports and the performing arts and the school is recognised for these in the local community. We have a national reputation for innovation through our specialism in sport; our English department has taken the lead in helping to raise achievement in other schools; Design Technology has triumphed in national competitions; Drama and the performing Arts stage incredibly professional productions and six of our departments contribute to the curriculum ambitions of the Prince's Teaching Institute. At Hinchingbrooke our mission is to **inspire excellence, fulfil potential, develop character** and for fuller details of our mission and values, please refer to our website.

We enjoy a number of quite outstanding facilities. A thriving Arts curriculum has the use of a professional standard theatre which is also a focal point for the local community. Music and Drama have good specialist facilities. Sports facilities are extensive and include a floodlit all-weather pitch, swimming pool, sports hall, fitness suite, dance studio and large playing fields and pavilion. A new £2.5m Sports Hall was completed in June 2016. Being adjacent to Hinchingbrooke Park allows for sailing and orienteering in another stunning setting. There is a comprehensive website and a fast developing intranet which supports teaching and learning. The school aims to make learning technologically empowered, and supports 'bring your own device' access, so further investment in this important area is planned.

The strength of Hinchingbrooke is founded on the quality of its staff, both teaching and non-teaching. There is a strong relationship with Cambridge University and De Montfort University both for research and ITE. Teaching staff not only mentor student teachers, but also contribute to the broader ITE agenda, actively promoting routes into teaching. Teaching and Learning is at the heart of all we do and the development of pedagogical practice is driven by the four Heads of Faculty along with a very able and creative Teaching and Learning committee. Their work is further underpinned by the 'Teach meet' events, workshops and opportunities offered in our diverse and comprehensive staff development programmes. Teachers are well supported in their task by some talented and dedicated support staff. All staff take pride in our community and are mutually supportive.

The school is inclusive and welcomes fresh ideas and opinions from adults and students alike. Teachers and support staff are equally valued. There is a strong emphasis on professional effectiveness and we aspire to the highest of standards. CPD and professional development is a high priority and we are constantly seeking to find ways to share and spread best practice and to provide opportunities for career progression and professional fulfilment.

The supportive Senior Leadership Team is led by the Principal, comprises three Vice Principals, six Assistant Principals which include the Director of Sixth Form, and a Director of Operations.

Academically the school is divided into three Faculties as follows:

STEM Faculty	CREATIVITY & PERFORMANCE Faculty	GLOBAL Faculty
Head of Faculty: David Pendlebury (AP)	Head of Faculty: Matthew Pinder (AP)	Head of Faculty: Priscilla Solvar-Isida (AP)
Administrator: Jackie Moore	Administrator: Danni Smith	Administrator: Dani Dow
Subjects: Science Maths ICT & Computing Business Studies Social Sciences	Subjects: Art (inc. Ceramics & Photography) Music (inc. Music Tech) Film & Media Studies Design Technology Including Food & Textiles Dance Drama PE	Subjects: English MFL History Geography RPE

whilst the student guidance and welfare is structured into mini 'Schools' and year groups are as follows:

Lower School		Middle School			Upper School
Head of Year 7: Dan Milner SSO for Year 7: Caroline Pittock Head of Year 8: Femi Solano Year 8 SSO: Liz Erskine Administrator: Nicola Darbyshire		Head of Year 9: Andrew Hobley Year 9 SSO: Lucy Standen Head of Year 10: Katie Daniell SSO for Year 10: Vikki Taylor Head of Year 11: Helen Nichols Year 11 SSO: Alesia Dickinson Administrator: Julie Connor			Head of School: Vicky Rix Deputy Head of School: Kate Moyes Carla Black Samantha Moore Sixth Form SSO: Joanne Edwards Administrator: Ann Stephenson
Year 7	Year 8	Year 9	Year 10	Year 11	Years 12 & 13

The Director of Student Services (Assistant Principal) is responsible for the working of two distinct but complementary services: Learning Support and Safeguarding & Inclusion. Another Assistant Principal leads all of our work in teacher training and with the Discovery Teaching School Alliance, whilst the Director of Sixth Form leads our very large and successful Sixth Form of some 420 students.

The Business Manager, who is also the Director of Finance & Operations for ACES Academies Trust, is the most senior of the support staff and strategically manages many of the non-academic processes and operations including, most crucially, the budget.

The Achievement agenda is informed and promoted through PiXL methodologies, which is led by one of the Vice Principals. Progress in all Key Stages is good with some of the best results coming in the Sixth Form. The vast majority of Sixth Form students progress to University with some successes at Oxbridge and Russell Group Universities. We attract a large number of students from other schools and, with some 420 students, ours is substantially the largest Sixth Form in the county.

Students have a strong affection for Hinchingsbrooke and many are very talented young people. Sixth Form students play a key role in the school by leading the inter-House activities and competitions and by supporting younger classes. Participation levels are high and the school offers a wide range of extra-curricular opportunities to ensure the education of the whole person. Our intake is relatively privileged although there is a significant minority of students from socially disadvantaged backgrounds and the school inevitably has a small number of more challenging students.

Hinchingsbrooke has great ambitions to provide 'premium brand education' and to be a leader in the ACES Academies Trust. We are seeking to recruit high quality staff willing and able to support our ethos and aspirations. We are a dynamic organisation committed to developing all of our staff and we welcome strong applications.

Kind regards



Mark Patterson
Principal

Teacher of Girls PE (Maternity Cover)

We are seeking to appoint a dynamic and energetic PE Teacher to join our successful team from September 2021. We are a modern and innovative Physical Education department with excellent facilities, including our recently built £2.5m sports hall.

The role will suit either newly or recently qualified teachers who wish to share their enthusiasm and make a difference. The school offers a bespoke CPD programme, research and development and the opportunity to deliver examination qualifications.

We pride ourselves on our extra-curricular provision for all abilities, and the successful candidate would contribute to the fulfilment of practices for teams and preparation for our district competitions.

Teaching

The successful candidate will be expected to be an excellent classroom practitioner. As a school we value highly the development of new and existing materials and the post will involve the opportunity to work on the review of existing materials and the development of new ideas.

Above all else, the successful candidate should be enthusiastic about their work with young people and have a genuine concern for their development as individuals.

Preliminary enquiries and visits are welcome – please do not hesitate to contact us if you have any questions about the post or would like to visit the school. Please contact the Principal's PA: Mrs Debbie Warner 01480 375675 dw@hinchbk.cambs.sch.uk

EQUALITY AND DIVERSITY

ACES Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

SAFER RECRUITMENT

ACES Academies Trust fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children. All interview panels will include at least one member of staff or leadership with current safer recruitment training.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the appropriate bodies via the Designated Person for Child Protection.

Our Trust Recruitment and Retention policy and our Safeguarding and Child Protection policies set out how each school's governing body, and the Trust, discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students at the schools.

SAFEGUARDING

ACES Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff, prospective staff and volunteers to share this commitment.

PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

The school will operate safer recruitment practices including ensuring appropriate Disclosure and Barring Service checks and reference checks are undertaken according to the DfE document 'Keeping Children Safe in Education'.

ACES Academies Trust operates a strict programme of pre-employment checks including but not limited to: Enhanced DBS Check, barred list check, professional references, qualification checks, prohibition from teaching, identity and right to work in the UK checks, medical and Section 128 checks. All offers of employment are subject to satisfactory completion of all pre-employment checks.

RECRUITMENT OF EX-OFFENDERS

It is the Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000. In accordance with the Criminal Records Bureau Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full CRB Code of Practice is available at www.disclosure.gov.uk.

GENERAL DATA PROTECTION REGULATION

All information provided in your application form and throughout your application process will be processed and retained in compliance with the Data Protection Act 2018 and GDPR. Further information is available in our Privacy Notices and Data Protection Policy which can be found on our website: www.acesacademies.co.uk

Other Notes:

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

Canvassing, directly or indirectly, an employee or governor will disqualify the application.

The Trust is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.