Information Pack
Teacher of Religion
Philosophy & Ethics
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 look at our website, which includes a section on Working for Hinchingbrooke School.

The application form can be downloaded from our website, or you can request a hard copy from the school (contact the Principal’s PA, details below). Please return your completed application form together with a covering letter to:

Mrs D Warner, PA to the Principal
Hinchingbrooke School
Brampton Road
Huntingdon
Cambridgeshire
PE29 3BN

Or email it to jobs@hbk.acesmat.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 to aid 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, wherever 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.

Enquiries and visits are welcome – please contact us with any questions about the post or to arrange to visit the school, by contacting the Principal’s PA, Mrs Debbie Warner on 01480 420575, or email to: dwarner@hbk.acesmat.uk
HINCHINGBROOKE SCHOOL – Message from Mark Patterson, the Principal

Thank you for your interest in our school.

We are a very large school set in extensive, beautiful grounds that include both historical buildings and more modern teaching spaces. The school became an academy in September 2011 and then, in January 2018, we launched The ACES Academies Trust, along with one of our partner Primary schools, Cromwell Academy. The ACES Trust has now grown to include five schools, currently.

The wider school

Our school’s Mission, Values and Key Focuses will give you a sense of what we are about. You can read about them here: Mission Values and Key Focuses. We are an over-subscribed co-educational school of around 2000 students (and growing), with students from Year 7 to Year 13. Our two key strengths as a school are our staff and our students – we are very clear about this, and everyone’s wellbeing really matters to us.

The Senior Leadership Team (SLT)

SLT currently consists of the Principal, three Vice-Principals and five Assistant Principals. Everyone has their own specific leadership responsibilities, but we also work closely together, and we support one another.

The wider team

The school has a typical structure, with SLT, subject departments and year teams. We also divide the school into five Houses, to help create staff and student team identity and to create the link with our school’s traditions and past. Supporting our teachers is a large team of support staff – EVERYONE is important, and together, we are Hinchingbrooke.

Hinchingbrooke School is a good school, and, in many ways, it is a great school; but we are also ambitious – we want to be even better. We are always seeking to recruit high-quality staff who share our Mission, our Values and our Key Focuses and who are keen to both improve themselves and to help us improve the school.

I like to keep things brief. If you would like to know more, don’t hesitate to get in touch through my PA, Debbie Warner on dwarner@hbk.acesmat.uk. We encourage visits to the school.

Kind regards

Mark Patterson
Principal
Job Title: Classroom Teacher
Location: Hinchingbrooke School
Reports to: Head of Department and Principal

Purpose
To carry out the duties of a teacher in accordance with the provisions of the current School Teachers’ Pay and Conditions Document and to work towards the agreed aims of the School. To undertake the role of a teacher to the specified standards set out in the Teachers’ Standards document.

Duties & Responsibilities

Teaching
Having regard to the curriculum for the School, and with view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to you, to:

- Plan and prepare courses and lessons
- Teach, according to their educational needs, the students assigned to you
- Set and mark work to be carried out by the students in the school and elsewhere
- Assess, record and report on the development, progress and attainment of students

Other activities
- To promote the general progress and well-being of individual students of any class or group of students assigned to you
- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- To provide guidance and advice to students on educational and social matters and, where appropriate, on their further education and future careers, including information about sources of more expert advice on specific questions; make relevant records and reports
- To make records of and reports on the personal and social needs of students
- To communicate and consult with the parents of students
- To communicate and cooperate with bodies outside the school
- To participate in meetings arranged for any of the purposes described above

Assessments and reports
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students

Hinchingbrooke School is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment
External examinations
- To participate in arrangements for preparing students for external examinations, assess students for the purposes of such examination and record and report such assessments; and participate in arrangements for students’ presentation for, and conduct, of such examinations (you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher’s professional skills and judgement, such as invigilation)

Appraisal review of performance
- To participate in the current arrangements made for appraisal or review of your performance and that of any other teachers for whom you have line management responsibility

Review, induction, further training, and development
- To review from time to time your methods of teaching and programmes of work
- To participate in arrangements for your further training and professional development as a teacher, including the training and professional development to meet needs identified in planning and review statements

Health and Safety
- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school’s Health and Safety Policy

Safeguarding
- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education

Form Tutor
- To satisfy the roles and responsibilities set out in the job description for a form tutor and additionally those detailed in this job description

Other
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school including pastoral arrangements
- To supervise and, as far as it is practicable, teach any students whose teacher is not available to teach them
- To contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods
- To assist the Principal in carrying out the threshold assessments of other teachers for whom you have management responsibility
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To participate in administrative and organisational tasks relating to such duties as are described above, including the direction or supervision of persons who provide support for the teachers in the school
- To attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions
- To contribute to the wider life of the school. Extra-curricular activities play an important role at Hinchingbrooke and all staff are expected to support this
- NOTE: You are not required routinely to undertake tasks of clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgement
This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed………………………………………………………………. (Classroom Teacher)

Signed………………………………………………………………. (Head of Department)

Date……………………………………………………………………..
Hinchingbrooke School Person Specification: Classroom Teacher

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<tr>
<th>Criteria</th>
<th>Desirability</th>
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<tr>
<td><strong>QUALIFICATIONS/KNOWLEDGE</strong></td>
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<tr>
<td>Relevant University Degree</td>
<td>Essential</td>
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<td>Qualified Teacher Status, with subject specialism(s) related to the Learning Directorate</td>
<td>Essential</td>
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<td>Ability to teach across the full 11-18 age and ability range</td>
<td>Essential</td>
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<td>Further professional qualifications</td>
<td>Desirable</td>
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<tr>
<td>Appropriate in-service training/CPD according to experience</td>
<td>Desirable</td>
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<tr>
<td><strong>EXPERIENCE</strong></td>
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<td>A track record of success in teaching and learning, according to experience</td>
<td>Essential</td>
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<td>Involvement in the monitoring of progress and attainment at student and class level</td>
<td>Essential</td>
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<td>Experience in developing teaching and learning in an inclusive environment</td>
<td>Essential</td>
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<td>Experience in monitoring and developing the academic and personal progress of individual students as a tutor</td>
<td>Essential</td>
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<td>Experience in developing teaching and learning in a multi-cultural environment</td>
<td>Essential</td>
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<td>Involvement in curriculum initiatives and extra-curricular developments</td>
<td>Desirable</td>
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<td>Successful post-16 experience</td>
<td>Desirable</td>
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<td><strong>PROFESSIONAL COMPETENCE</strong></td>
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<td>Commitment to promoting and safeguarding the welfare of all pupils</td>
<td>Essential</td>
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<td>Professional knowledge and understanding of one or more subjects within the Learning Directorate</td>
<td>Essential</td>
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<td>Ability to articulate characteristics of effective teaching and learning with evidence of good practice</td>
<td>Essential</td>
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<td>Good classroom management technique</td>
<td>Essential</td>
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<td>Knowledge and understanding of effective assessment and its contribution to learning and progression</td>
<td>Essential</td>
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<td>Knowledge of strategies related to key issues in education e.g. gender issues, equal opportunities, SEN</td>
<td>Essential</td>
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<td>Ability to contribute to Programmes of Study/Lesson Plans</td>
<td>Essential</td>
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<td>Knowledge and use of ICT and e-learning</td>
<td>Essential</td>
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<tr>
<td>Knowledge and understanding of current Teaching &amp; Learning issues relevant to the needs of the Academy</td>
<td>Desirable</td>
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*Hinchingbrooke School is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment*
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 Banning 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.