



# HADLOW RURAL COMMUNITY SCHOOL

Effort achieves



01732 498120  
[www.HRCSchool.org](http://www.HRCSchool.org)



# Our School



Hadlow Rural Community School (HRCS) opened in September 2013 and offers a unique educational opportunity to students across the Weald of Kent; located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

HRCS is a popular, oversubscribed School with a current roll of just under 400 students, increasing to 500 over the next 3 years. The School relocated to a £7million new build in 2016 and has developed a strong reputation both locally and beyond for enabling its young people to excel and flourish; providing an exciting, vibrant and dynamic experience in academic and land based vocational studies. The school is heavily oversubscribed and has, for the last four years, achieved one of the highest percentages of preferences for Year 7 places, for non-selective schools, across Kent.

The success and popularity of the school has been based on our ethos of providing an educational experience suited to our students and the local community and, whilst academic progress is of the highest importance to us, this is equally matched by our promotion of vocational and enrichment opportunities, ensuring the development of every child as a whole.

Positive, productive, and supportive relationships with all stakeholders is a key element of the school and this is further underpinned by maintaining small class sizes of 25-26 students across the school, with many Key Stage 4 option subjects averaging class sizes of 15 students.

High expectations are promoted across every aspect of the school and all members of HRCS are expected to be kind, caring and considerate, showing honesty and integrity and applying 100% effort in all their endeavours, supporting our school motto of 'Effort Achieves'.

# Vacancy

## Curriculum Support

**Application:** Apply by 9.00am, Friday 24th January 2025

**Start:** February / March 2025

**Salary:** HR04, £21,389—£22,493

**Location:** Kent

**Contract:** Permanent (Full Time/Part Time Negotiable)



Hadlow Rural Community School is a unique school, combining a traditionally academic curriculum with a challenging Land-based specialism.

As the only specialised Land-based school in the country, our students have the opportunity to not only study for the highest academic grades but also to participate in a wide variety of life-enhancing and enriching experiences, working in a beautiful outdoor environment in areas such as agriculture, horticulture, animal care and countryside management.

We wish to appoint a dynamic, innovative and exceptional Curriculum Support who has the ambition and expertise to play a key part in the future success of the School.

This is an exciting post for an excellent practitioner and offers an outstanding opportunity for career progression (70%+ of leadership positions appointed internally in the last 5 years). The role provides the perfect opportunity for a candidate wishing to begin their career within a small and supportive environment or, for more experienced colleagues, it will provide the opportunity to take on more responsibilities supporting any potential aspirations for leadership in the future.

If you feel that you are a highly motivated, inspirational person who has the expertise and experience to play a vital part in the future of our School then we would very much like to hear from you.

# Benefits of Working at HRCS



The Trustee's and Senior Leadership Team at HRCS are very aware of the significant contribution that colleagues bring to the school and the importance of providing a positive, supportive and productive working environment.

This is epitomised through our vision and values and the daily interactions between staff, students and parents. Student conduct is exemplary and based on high expectations and mutual respect; poor behaviour is not tolerated.

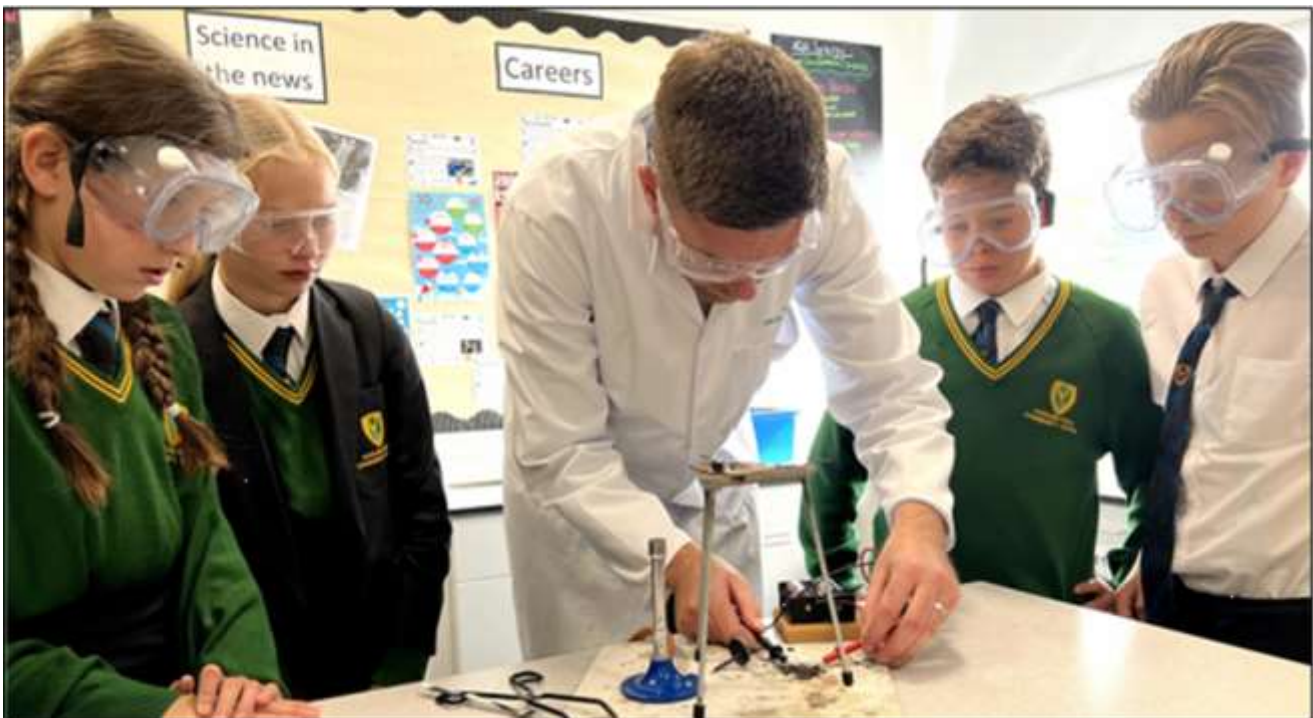
Career development and progression for those staff with leadership aspirations is prioritised and the school has a strong track record of supporting colleagues in achieving their career goals.

All staff are highly valued, with wellbeing represented as a standing agenda item on all meetings, and working groups regularly meeting to review common practices and workload considerations.

# Benefits of Working at HRCS

The school also provides the following benefits:

- Working within an idyllic rural setting
- Welcoming environment
- Competitive Salary
- Enhanced M6 & UPS Payscale
- Differentiated Appraisal Targets
- Reduced Directed Time (50 hours)
- Staff Loyalty days
- Paid leave for key life events
- Benenden Health Insurance
- Wellbeing weeks—3.30pm closure
- Comprehensive Induction
- Personalised CPD
- Aspirational Leadership Support
- Funded NPQ's/Higher Level training
- Access to Teacher Training
- Small Class Sizes
- Headteacher & SLT open door policy
- SLT Staff Wellbeing Champion
- Priority within school admissions criteria
- Access to school car
- Electric Car Chargers
- Free Parking
- Free Duty Meals
- Free Tea and Coffee
- Sick Pay
- Pension Contributions
- Support Line
- Occupational Health Support
- Staff Social Events
- Staff wellbeing & workload group
- Kent Rewards



# Job Description

## **Post Title: Curriculum Support**

This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

### **Job Purpose**

To support a range of pupils with a diverse range of needs to access the curriculum, achieve and excel. To work together with class teachers, other support staff and independently to ensure that pupils acquire the skills they need to be included within the life of the school. To promote high expectations, high self-esteem and high levels of achievement and a culture of Inclusion, Equality and Diversity.

### **Areas of Responsibility and Key Tasks**

- To support classes, specific pupils and groups of pupils in a range of subject areas, enabling them to access the curriculum and make excellent progress
- To support curriculum areas where required in covering staff absence
- To take a pro-active approach towards supporting pupils, including liaising regularly with classroom teachers to ensure pupils are well supported
- Creating personalised, differentiated resources for individual pupils
- To work towards specified targets for all pupils on the SEN register including those with EHC plans
- To plan and deliver personalised and small group intervention programmes and resources to support within lessons, including keeping records of progress towards targets
- To promote the self-esteem of all pupils and especially to actively promote positive views of disability
- To support the pastoral needs of pupils by delivering before school, break, lunch time and after school support where required.
- To support the school duty rota and extra-curricular programme as required.

# Job Description

- To use creative and varied approaches to engage, motivate and ensure that pupils work their hardest in class and small group work.
- To support assessments, both formal and informal through exam dispensation and access arrangements.

## **Other Duties:**

- To be conversant with and implement the School's Equal Opportunities Policy and assist in ensuring that the policy is implemented by staff and clients of the School
- To play an active role as a member of the staff team, liaising with appropriate School and College staff as necessary to ensure the effective use of both School and College resources to achieve their missions
- To contribute and promote safeguarding at all times, to ensure the safety and security of children
- To comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role
- To understand and comply with relevant health and safety regulations
- To participate in the Hadlow Rural Community School Appraisal programme, agree objectives with the line manager and ensure they are achieved
- To undertake training and CPD
- To undertake such other duties as may reasonably be required of the post-holder

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher.

# Person Specification

## Post Title: Curriculum Support

	Qualifications	Essential	Desirable
1.	Relevant experience or knowledge	√	
2.	Have achieved a nationally recognized qualification at level 2 or above in English/literacy and mathematics/numeracy	√	
3.	Qualification in supporting learners for whom English is an additional language		√
<b>Experience</b>			
1.	Experience of working with young people with SEN/ disabilities	√	
<b>Knowledge &amp; Skills</b>			
1.	Understanding the key factors that affect young people's learning and progress, with good knowledge of high incidence types of SEN	√	
2.	Skilled in planning and preparing well-structured activities that interest and motivate learners, advancing their learning	√	
3.	Knowledge and experience of the education sector		√
4.	Excellent interpersonal and team-working skills, with the ability to communicate effectively with a range of different people	√	
5.	Knowledge and experience of school procedures and structure		√
6.	High levels of literacy and numeracy skills and the ability to support the development of these skills in whole class and small groups	√	
7.	Understanding of how SEN, disability and other factors can present barriers to learning and know a range of strategies to support, including being confident in using effective strategies to promote positive behaviour	√	
8.	Ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people	√	
9.	Know how to use ICT to support their professional activities	√	
10	Ability to support learners for whom English is an Additional Language		√
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<b>Personal Qualities</b>			
1.	A reflective practitioner committed to improving their practice, knowledge and skills including responding to advice and feedback	√	
2.	Confidence and enthusiasm	√	
3.	Willingness to undertake further training and develop expertise in supporting particular types of SEN or disability, including gaining a level 3 award or working towards HLTA status	√	

# Person Specification

Post Title: Curriculum Support

	Personal Qualities	Essential	Desirable
4.	Ability to work under own initiative	√	
5.	Commitment to collaborative and cooperative working with others	√	
6.	Suitable to work with children	√	
7.	An understanding of equality and diversity and a commitment to promoting them throughout the school	√	
8.	An understanding of safeguarding and its importance within a school environment	√	

# How to Apply

## **Finding out more about HRCS:**

We know that applying for a position and starting employment at a new school can be a big step, and therefore it is very important for us that candidates have a good understanding of our school and are able to make a judgement, for themselves, on the excellent working environment and the support provided at HRCS.

We are therefore always extremely happy to provide personalised tours of the school and arrange opportunities to meet staff and students to ask questions and support your interest in working at HRCS.

Similarly, should you require any further details on any role within the school or would like an informal discussion with the Headteacher, please contact the PA to the Headteacher via email on [Heidi.Whitmore@hrcschool.org](mailto:Heidi.Whitmore@hrcschool.org) or via 01732 498120.

## **Applications**

If you wish to apply to join Hadlow Rural Community School in the next phase of its exciting future, the school website [www.hrcschool.org/Staff/Vacancies/](http://www.hrcschool.org/Staff/Vacancies/) will provide further details and an application form.

- Applicants should send to school
- A fully completed application form

A letter of application identifying how your knowledge, skills and experience meet the requirements of the Person Specification; and how you will contribute to making Hadlow Rural Community School an outstanding place of learning.

Letters should be addressed to the Headteacher and presented on no more than 2 sides of A4, font size 11. Please send this to: [HR@HRCSchool.org](mailto:HR@HRCSchool.org)

The deadline for applications is **9.00am, Friday 24th January 2025**



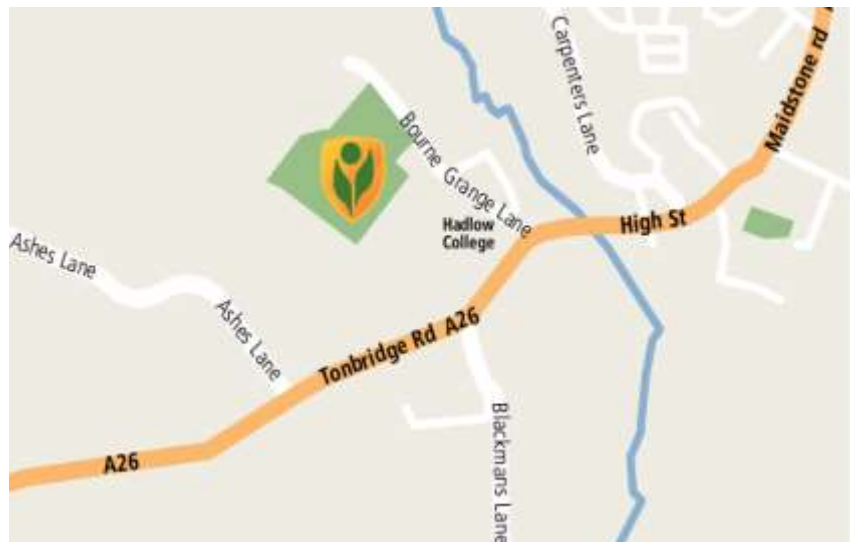
# Directions



Hadlow Rural Community School located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

**Address:**

Hadlow Rural Community School  
Tonbridge Road  
Hadlow  
Tonbridge  
TN11 0AU



**Contact:**

01732 498120 or [contact@hrcschool.org](mailto:contact@hrcschool.org)

**Driving**

The school can be accessed via the A26 Tonbridge Rd, supporting access via the M26 and M20 from the North and the A21 and A228 from the South.

**Rail**

Mainline rail services can be accessed at Tonbridge and Maidstone mainline stations, with Taxi and Public Bus provision servicing the Hadlow campus.

**Public Bus**

The school maintains its own bus service (HRCS 1), covering Hadlow, East Peckham, Kings Hill and Snodland. Other public services are available between Tonbridge and Maidstone.