



SEAHAM HIGH SCHOOL



2ND IN ENGLISH

APPLICATION INFORMATION PACK



EDEN
LEARNING TRUST

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SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1150 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in July 2023, inspectors judged the school to be good in all areas. Ofsted made the following comments:

- “This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend”
- “There are strong relationships between staff and pupils”
- “The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being”
- “Leaders at all levels have a clear vision and an understanding of the school’s strengths and areas for development”.

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



SAFER RECRUITMENT PRE-EMPLOYMENT CHECKS

At Seaham High School safeguarding children is our number one priority and all interview panels will include a member of staff trained in Safer Recruitment. Safeguarding is the responsibility of everyone at Seaham High School and we have a number of mechanisms in school for students and staff to identify their concerns.

Applicants are advised that:

As part of the recruitment process all positions will be subject to pre-employment checks which will include:

- Application form including a thorough review of employment history
- Identity confirmation checks informed by ID checking guidelines (DBS)
- Formal Interview
- Enhanced DBS
- Barring list checks
- Right to work in UK
- References – all references will be sought prior to interview as a matter of course
- Referee – confirmation of identity of candidate and referee. Confirmation of any ambiguities within references
- Disqualification for Caring for Children
- Occupational Health Screening (if applicable)
- Confirmation of identity check
- Confirmation of reference integrity by telephone
- Criminal records checks for overseas applicants (where applicable)
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant worked. (where applicable)
- The interview process will also include safeguarding elements.

Our safeguarding processes are reviewed regularly in line with the most recent Keeping Children Safe in Education guidance (KCSIE).

- Please see our Child Protection within Safeguarding Policy within the Policies section
- Please see our Recruitment and Selection Policy within the Policies section
- Please see our Privacy Notice – Job Applicants within the Contact Us section



JOB ADVERT

Post Title - 2nd in English
Grade MPS - UPS + TLR 2b
Salary £28,000 - £43,685 + £5,023
Start Date: January 2024

We are looking for a committed, inspirational 2nd in English to support the Subject Leader of English. The successful candidate will need to have a proven track record in improving student performance in English and will be able to build on recent improvements in the subject area.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Deadline:

The closing date for application is noon on Friday 13th October 2023.

How to apply:

Please apply via TES, submit a letter of application together with the completed school application form and return via TES. Any queries please email hr@seahamhighschool.com

Please note that we are unable to accept CVs and only fully completed school application forms will be considered. Due to high volumes of applicants, we regret we will only contact those that have been shortlisted.



JOB DESCRIPTION

Post Title:	2nd in English
Reporting to:	Subject Leader
Grade:	MPS - UPS + TLR 2b
Salary:	£28,000 - £43,685 + £5,023

Core Purpose:

To assist and support with the leadership, development and management of the English department. To teach students to ensure the highest quality of education in English across both key stages and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Contract terms and Duties:

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

Relationships:

The post-holder is responsible to the Headteacher in all matters, to the Subject Leader in respect of curricular matters and the Year Leader in respect of pastoral matters. The post-holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.

Responsibilities for all teaching staff:

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect.

Specific responsibilities of this role:

- To plan and prepare courses and lessons;
- To provide high quality teaching in subject area;
- To assess, record and report on subject;
- To provide or help to provide oral and written assessments, reporting and references for students;
- To act as a form tutor within the tutorial system providing appropriate pastoral care for a group of students;



JOB DESCRIPTION CONTINUED

- To take part in appraisal processes;
- To maintain continuous professional development;
- To maintain good order and discipline amongst students including their health and safety on and off the school site.

Professional Development:

- To take responsibility for personal professional development;
- To take part, as appropriate, in the school's professional development programme including regular Child Protection Training.
- To engage actively in the Performance Management Review process;
- To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post-holder must carry out their duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

The post-holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. The post-holder may be asked to carry out any other duties of a similar nature related to the post, which may be required from time to time. The post-holder will also be required to comply with all School/Trust policies.

Induction:

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

Confidentiality:

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
APPLICATION	<ul style="list-style-type: none"> Fully completed application form Fully supported in 2 references Well-structured supporting letter indicating previous experience 		<ul style="list-style-type: none"> Application Form References
QUALIFICATIONS/ ATTAINMENTS	<ul style="list-style-type: none"> Qualified to degree standard QTS Quality of teaching to be judged at least good 	<ul style="list-style-type: none"> Evidence of recent professional development activities and/or training Understanding of Child protection/safeguarding/ data protection procedures and policies 	<ul style="list-style-type: none"> Application Form
EXPERIENCE	<ul style="list-style-type: none"> To be able to teach students of all abilities 		<ul style="list-style-type: none"> Application Form References Interview
SKILLS/KNOWLEDGE	<ul style="list-style-type: none"> Evidence of recent and appropriate professional development including up to date Child Protection training. A knowledge of assessment for learning High levels of interpersonal skills Ability to motivate and inspire our students Good behaviour management skills 	<ul style="list-style-type: none"> Commitment to further professional development 	<ul style="list-style-type: none"> Application Form Training Record References Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> Commitment to raising standards of all students Full embracement of the inclusion philosophy Be a role model to students in speech, dress, behaviour and attitude Enthusiasm for and empathy with students of all ages and abilities Capacity for hard work and resilience Sense of humour 		<ul style="list-style-type: none"> Application Form References Interview



OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Staff Wellbeing

We recognise that there can be considerable challenges and extra burdens for staff and as a school we also try to promote staff wellbeing with:

- Private Healthcare Wellbeing Package
- Staff Voice – staff/wellbeing surveys
- Free flu jab
- Free eye test
- Free access to gym equipment
- CPD/CPD Days/Twilights
- Rearrangement of meetings/deadlines as necessary
- Weekly staff briefings
- Clear communication systems and protocols
- Wellbeing Governor
- Sharing decisions and timelines for changes
- Carry out staff exit interviews
- Manage staff performance and capability
- Absence Management and Return to Work Interviews
- Carry out risk assessments for work-related stress
- Mental Wellbeing Questionnaire
- Workrooms and facilities
- Promoting a work/life balance
- Generous PPA time
- Occupational Health referrals
- Leave of Absences
- Increase in admin staff to support staff workforce



Telephone: (0191) 516 1600

email: office@seahamhighschool.com

www.seahamhighschool.com



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