Caterham High School

GETTING THE BEST FROM EVERY STUDENT

APPLICANT RECRUITMENT PACK

Caterham Avenue, Clayhall, Ilford, Essex, IG5 0QW

www.ecaterham.net

Welcome from the Headteacher

Caterham High School is a fantastic and fulfilling place to work. Staff here work tirelessly to ensure that the students in our care are happy, rounded individuals who achieve the best outcomes they can. We are a truly inclusive community school that believes in high aspirations for all. We seek to nurture children's talents and abilities, and to help our young people become confident, mature and responsible members of society who are able to fulfil their ambitions.

Caterham High is in an exciting period of development as we look to challenge ourselves to excel in all areas of the curriculum and provision. We are ambitious to become an Outstanding school, building on our own best practice and also looking outward for innovation and advancement. We encourage our staff to develop their skills and proficiencies and so we have in place a strong CPD and professional development programme.

We have high expectations of our students in terms of behaviour, learning and achievement from our youngest students through to our mature sixth formers. Our thriving Sixth Form caters for the diverse community that we serve providing a range of subjects and qualifications to suit all abilities including engaging vocational and demanding academic qualifications.

If you relish the opportunity to join us in our expectations of excellence, if you welcome opportunities for innovation and challenge, if you are excited to make a difference to children's lives, then we welcome your interest and look forward to your application.

You will find further information in this pack, but should you have any questions please contact us. Visits to the school are most welcome.

Belinda Chapple, Headteacher

The School

Caterham High School is a vibrant, inclusive, 6 forms of entry, 11–18 community school with approximately 1200 students on roll. Despite being a larger than average sized secondary nationally, locally, the school remains small, in comparison with the expanding secondary schools surrounding it, some of which have increased to 12 forms of entry. The manageable size of the school ensures that every student receives a personalised education and with only 6 forms of entry in each year, we know all the children really well.

The school offers an inclusive curriculum that caters for a comprehensive range of students both in the main school and Sixth Form. We are proud of the fact that our curriculum is both carefully tailored to the needs of our students, and also highly and increasingly academic.

The school serves an ethnically diverse community, the majority of students are from minority ethnic backgrounds. The proportion of students who speak English as an additional language (EAL) is above average - this is representative of the demographics of Redbridge. The school is committed to providing an outstanding, all round education for every child. We have an Ethnic Minority Achievement department that provides highly specialist teaching. Our EAL students are very successful, achieving high levels in their GCSEs.

The proportion of students for whom the school receives the pupil premium is above national average (about a third of students in the school). The school has put into place a number of initiatives and interventions and specialist support to close the gap and ensure all students achieve at Caterham High.

The proportion of disabled students and those with special educational needs supported through school action is similar to that in most schools. The proportion is about a tenth of the students in the school. The school has a supportive and committed learning support team. There is a high level of liaison and consultation between the members of the team and the curriculum and pastoral staff. A wide range of outside agencies work closely with the department to provide specialised support to students with more substantial barriers to learning.

The school proudly offers an outstanding provision for students with hearing impairments. Ofsted commented in 2014: "Hearing impaired students are well taught by teachers of the deaf and effectively supported". We employ several specialist Teachers of the Deaf, who are trained in signing and we use radio link amplification equipment to support students with their learning. Our experienced Support Assistants provide one-to-one assistance in the classroom and in small groups within acoustically treated rooms to ensure that hearing impaired students have full access to the curriculum and achieve well.

We have a delightful school site consisting of a campus of facilities with a central playground area. We have excellent sporting facilities (Astro turf, a gym, sports hall, and a swimming pool) as well as a dance studio and good drama facilities. The Sixth Form Centre, recently built, provides bespoke facilities including study areas and a 6th Form Only recreation area. Our Learning Resource Centre is widely used by subjects and ICT provision is good. Our caterers provide excellent breakfasts and lunches, and also cater for our special Year 7 Transition space, which is sited in the community centre. We are fortunate to have several "green spaces" that add to the ambience of the school.

Our Vision

The School's Vision Statement:

"Getting the best from every student"

Schools Mission Statement

"To discover and nurture the abilities of every child and set the highest expectations in terms of learning and behaviour. To help young people raise their aspirations and achieve their goals"

How is this achieved?

Dynamic Education

Our teaching is innovative and challenging. Students achieve most when they enjoy their learning so we encourage active participation in the classroom. Through high standards of teaching, thorough preparation and extracurricular revision, our dedicated staff help students to achieve their best in examinations.

Success for Everyone

Caterham High School has a progressive and inclusive curriculum. At Key Stage 3 our students follow the National Curriculum and are taught in mixed ability tutor groups with setting in some subjects. Key stage 4 students follow a core programme but choose an options pathway appropriate to each individual. During the transition from Key Stage 3 to 4 students and families receive comprehensive support in their pathways and careers decisions to ensure students' future success. In the Sixth Form, the A Level pass rate is excellent, with 1 in 5 students receiving an unconditional offer from their university of choice.

Skills for the 21st Century

We focus on developing career and life skills that enable students to make the most of future opportunities. ICT is used effectively to bring the curriculum to life and to stimulate and engage students in their learning. Our students benefit from our exceptionally strong provision in Sport and the Arts which we employ effectively to develop motivation, perseverance and integrity. We offer a wide range of extra-curricular activities which enable students to showcase their talents.

Positive Place to learn

The school is committed to maintaining a safe and positive environment that is conducive to learning. We foster an ethos that values respect, tolerance and co-operation – a robust system of rewards and sanctions supports this, and relationships between staff and students are good. Exceptional pastoral care supports our students' personal development, builds their self-esteem and underpins their progress. Year Leaders and Tutors remain with students throughout their school career, getting to know them really well and provide a clear point of contact for parents.

Ofsted

Our most recent Ofsted report graded the school Good in all the main categories.

Ofsted praised the good leadership, teaching and the strong capacity to improve, so we have set our sights on becoming an outstanding school in the future. Our Ofsted report can be found at https://reports.ofsted.gov.uk/inspection-reports.

There were many complimentary comments in their report including:

"The school puts the students at the heart of its inclusive ethos"

"The behaviour of the students is good" and they "feel very safe in school"

"Teaching is good because teachers have expert subject knowledge and plan interesting and enjoyable lessons"

"School Leaders and Governors have aspirations of excellence"

Professional Development and Support

Training and Development for all staff

We will provide you with high quality training, development and opportunities to help you develop, grow and learn throughout your career.

We hold true to our strong values and believe in providing a personalised learning experience for all; both students and staff alike.

As partners of the Seven Kings Teaching Alliance, we are able to provide extensive external developmental opportunities for all teachers from beginner teachers to leadership level. In addition, our comprehensive CPD In-House programme is structured to encourage everyone to explore and expand their strengths; whilst also developing areas of need as identified through our extensive Quality Assurance structure. Some example of development opportunities include:

- In-school Teaching and Learning opportunities
- High quality induction for all NQTs and ITT candidates in partnership with the London Borough of Redbridge
- A series of whole school Twilight training sessions led by our outstanding practitioners sharing good practice
- CHS coaching programme
- Pastoral development
- Team building programmes for all staff
- Teachers' Honour Roll
- "Good to Outstanding" programme run by the Seven Kings Alliance
- Leadership programmes; "Into Tomorrow" a middle to senior leadership programme run by the Seven Kings Alliance

Outstanding NQT and ITT Support

We are committed to providing NQTs with a comprehensive professional development programme, alongside an excellent support system to ensure that all newly qualified teachers get the best out of the induction process. We work closely with the London Borough of Redbridge to ensure a high quality induction process which will bring out the best in each individual.

NQTs and ITT candidates at Caterham can expect to receive:

- Regular, targeted CPD sessions run by a variety of teachers and leaders. Sessions covered include: AfL, working with Hearing Impaired students, Behaviour for Learning, using data to inform planning, as well as other key areas.
- A reduced timetable (for example 10% reduction compared with that of a main-scale teacher in the school) to allow additional PPA time for focussed classroom observations, meetings, lesson planning, planned study and target setting.
- Whole school twilight training sessions run by outstanding practitioners.
- The opportunity to be a co-tutor to a form group. This allows you to have some flexibility over your time, whilst still gaining invaluable experience in the role of a form tutor.

To ensure you are fully supported, regular meetings will be arranged with you to check progress against the National Standards and Quality Assurance visits will be made. If at any point there are concerns regarding your progress towards meeting any of the Teacher Standards, support will be offered from your subject mentor, the NQT Coordinator and the Senior Leadership Team.

Apprenticeships and Apprenticeship Pathways

We have a number of apprentices currently working at Caterham High School who we ensure receive high quality training from leading training providers, and onsite support and mentoring during this process. In addition to this, we are committed to using the recently introduced apprenticeship levy to fund and support new staff and existing staff on an apprenticeship pathway to further develop their skills and knowledge.

Wellbeing, Amenities and Facilities

Fitness Suite

All our staff have free membership to our fitness suite, which is a fully equipped 32-station gym with a wide range of cardio and resistance machines. Our fitness suite staff offer all our staff members a free fitness assessment and body MOT and will design a fitness programme around your individual goals.

Staff activities

There are a number of enjoyable activities that take place after school for those staff who wish to get involved – these include doubles badminton, five a side football and tennis. There are also a number of staff social events.

Free access to our employee support helpline

All staff and their families have access to our Employee Assistance Programme, which can offer confidential support on a range of issues including legal, financial, medical, consumer and counselling.

Travel and Transport

Local transport links are good through tube and bus networks. There is ample parking on and off site.

IT Support and Working Environment

IT support for staff is good. There is good provision and access to computers in school for staff to use. Staff can also access documents and drives with remote access facilities.

All curriculum areas have an office and storage space. Staff are mostly sited in curriculum classrooms with little movement around the site. Some sixth form lessons are taught in the sixth form block.

How to Apply

Caterham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All candidates will be subject to an enhanced DBS check and satisfactory references. We are and equal opportunities employer.

Please make sure that all sections of the application form are completed. Any applications received that are incomplete may not be accepted. Additional sheets may be used if there is insufficient space.

Personal Details

Make sure that your name, address and telephone numbers and email are legible.

Present and Past Employment

Starting with the most recent, list all the employers you have worked for and provide details of the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirements for the post. Please list any break in employment, giving reasons.

References

You must give your present or most recent employer as one of your referees. If you are studying, please give your tutor as a referee. If you have not been employed, you may wish to give the name of someone who can comment on your ability to do the job. You should not give the name of a relative as a referee.

Education, Qualifications and Training

Starting with the most recent, in each section please list qualifications and training. You may continue on a separate sheet if necessary. This information may help assess whether you have a relevant qualification or meet some other requirement.

Supporting Statement

This is the most important part of your application, as it is here that you have to make a case for your selection. Please tell us how your experience, skills and training enable you to meet each of the selection criteria found on the person specification. Make sure your statement is positive and clearly set out. You may wish to use headings to divide the statements you make. Continue on a second sheet if necessary and remember, if you do not address each of the essential criteria specifically, you may not be short-listed for an interview. Look at the person specification again and satisfy yourself that you have fully covered all the requirements listed.

In considering your experience remember all previous work, consider other relevant experience outside work such as community/ voluntary/ leisure and other interests. In representing your skills and abilities, specify your own responsibilities not those of the workplace and give examples of achievements and impact.

Your completed application form is the only basis for considering your initial suitability for the post. No assumptions will be made about your experience or skills.

Disclosure of Criminal Record

Caterham High School operates a strict pre-employment vetting process, which includes a Disclosures and Barring Service (DBS) check. Successful applicants seeking to work with children and/or young people are required to undergo an Enhanced DBS (Children and Adults) this will include a check against the barred list.

It is essential that you complete this section accurately as failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record. Any employment offered will be subject to completion of a DBS check and receipt of a satisfactory Disclosure certificate.

Declaration

Please read the declaration and data protection statement before signing. Owing to Data Protection regulations all applications must be signed and dated by the applicant. Electronic signatures will be accepted.

Equal Opportunities Monitoring Form

Please help us to monitor the effectiveness of our Equal Opportunities Policy by completing this form, which will be treated as confidential and will not form any part of the recruitment process.

Please email your completed application form to: HRteam@ecaterham.net by the closing date specified in the advert.

We look forward to receiving your application.

Caterham
High School

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www.caterham.net