SOCIOLOGY TEACHER
Recruitment Information Pack



Putting Achievement First

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Dear Applicant

Thank you for showing an interest in the post of Sociology Techer at The North School, this vacancy is part-time, however a full time post could be offered providing the successful candidate is willing to teach a secondary subject.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2019 and in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team. In return we offer access to our outstanding teacher programmes; outstanding leadership programme and out shadow leadership scheme.

We are looking to recruit a teacher with an excellent grasp on good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



Mrs Anna Lawrence
Headteacher

WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer
Swale Academies Trust

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe
CEO Swale Academies Trust



INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- Challenge: Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- Respect: The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- Resilience: We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- Community: We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- Leadership: The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.





THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to recruitment@north.kent.sch.uk or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Please see recruitment site for closing date for the receipt of applications.

Shortlisting will take place the following week and interviews will be confirmed at the beginning of January. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

SOCIOLOGY TEACHER

From January 2020

Full or Part Time considered

The North School are looking for an enthusiastic and successful teacher to join our successful Social Sciences department teaching Sociology. The Headteacher wants to recruit a teacher with a good grasp on good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach. In return we offer candidates access to our excellent internal CPD programme, outstanding teacher programmes; outstanding leadership programme and our shadow leadership scheme.

Please be aware that the sociology teaching post is only part time, we are only able to consider a full time position if the successful candidate is prepared to teach a secondary subject.

Applicants should possess excellent communication and organisational skills, be hard working, flexible and professional. They should have high expectations of students, colleagues and self, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

Applications are welcome from both experienced and newly qualified teachers.

Further details about the school can be found on our website www.north.kent.sch.uk.

The closing date for applications: **See recruitment site**

Interview date: **To be confirmed**

The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.

The North School is an Equal Opportunities Employer

JOB DESCRIPTION

JOB TITLE:	SUBJECT TEACHER/FORM TUTOR
PAY SCALE:	
HOURS OF WORK:	OUTLINED IN TEACHERS' PAY TERMS & CONDITIONS DOCUMENT
LINE MANAGER:	HEAD OF DEPARTMENT / SUBJECT LEADER

A. GENERAL PROFESSIONAL DUTIES:
The current School Teachers' Pay and Conditions document describes the general professional duties which teachers are expected to undertake in the course of their employment.

B. PARTICULAR DUTIES:
Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher.

For the purpose of this general job description these particular duties are:

1. **Curriculum:**
- To plan and prepare courses.
- To continuously review teaching methods, schemes of work and resources as necessary.
- To advise and cooperate with the line manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

2. **Professional Development:**
- To participate in any arrangements within an agreed national framework for the performance management of your performance and that of other teachers.
- To participate in arrangements for your further training and professional development as a teacher.
- To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- To coordinate or manage the work of other teachers as appropriate.
- To manage or supervisor support staff as necessary.

3. **Students:**
- To plan and prepare lessons.
- To teach students assigned to you, including setting and prompt marking of work carried out by students in school or elsewhere.
- To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework or coursework.
- To assess, record and report on the development, progress and attainment of students, according to departmental and whole-school policies.
- To participate in the arrangements for preparing students for public examinations. To assess students for the examinations and record and report these assessments.
- To promote the general progress and well-being of individual students and of any class or group assigned to you.

- To provide guidance and advice to students on education or social matters and on their future education and careers, including information about the sources of more expert advice on specific questions.
- To make records of, and reports on, the personal and social needs of students.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and/or groups of students.
- To maintain good order and discipline among students and to safeguarding 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 attend assemblies and to supervise your tutor group while in assembly, unless you wish to opt out of any religious aspect of assembly where this is against your beliefs.
- To accurately register students at morning and afternoon registration and during lessons and at any other time necessary before, during or after school.
- To provide, as a tutor, the individual contact, knowledge and support for students within the allocated tutor group and to liaise with parents and other staff accordingly, as appropriate.
- To contribute to the personal and social education of students generally and specifically through the teaching of the PSHE programme to the tutor group.
- To support all colleagues in ensuring that high standards of uniform and behaviour are maintained within the school.
- To work with other colleagues to ensure that there is a consistent approach in ensuing students abide by the school's code of conduct and the same consistency in dealing with students who do not conform to school rules.
- To make relevant records and reports as necessary.

4. **Parents and the wider community:**
- To communicate and consult with the parents of students when required.
- To communicate and cooperate with other persons and outside agencies as required.
- To participate in meetings arranged for any of the purposes described above.
- To foster good relationships with parents.

5. **Resources and Accommodation:**
- To take responsibility for the care of resources, accommodation and fabric of the school, particularly when student are present.
- To allocate, as appropriate, equipment and material in connection with your teaching.

6. **Policies and Staff Handbook**
- To ensure that all departmental and school policies are understood and complied with.
- To ensure that you have read and understood the contents of the Staff Handbook and Code of Conduct and that you comply with all the requirements detailed in both documents.

7. **Administration**
- To participate in administrative and organisational tasks related to the above duties.
- To participate in appropriate meetings with colleagues and parents.
- To set work for classes when absent.
- To provide cover for absent colleagues according to agreed school policy.
- To carry out a share of supervisory duties in accordance with agreed practices.
- Undertake any professional duties reasonably delegated to you by the Headteacher, Deputy Headteacher or Line Manager.

8. **Health and Safety**
- To accept responsibility for your own safety – as well as that of the students and colleagues with whom you work.
- To undertake Health and Safety training offered.
- To be aware of Health and Safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations.

- To follow any control measures that care plans required by the generic or individual risk assessments.
- To be familiar with and use available equipment safely.
- To be aware of your own limitations and inform your employer of any circumstances that may alter your ability to perform manual handling tasks.
- To report accidents and hazards.
- To report deficiencies in the employer's Health and Safety protection arrangements.

Review of this Job Description
This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation of the postholder.

Working Time
The following is extracted from the School Teachers' Pay and Conditions Document:

- *A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days which he/she may be required to teach students in addition to carrying out other duties; and those 195 days will be specified by the Headteacher.*

- *Such a teacher shall be available to perform duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available for work*

- *Such a teacher shall work such additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including, in particular, the marking of students' work, the writing of reports on students and the preparation of lessons teaching materials and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the time outside the 1265 specified hours at which duties shall be performed shall not be defined by the governors but shall depend upon the work needed to discharge the teacher's duties.*

A summary of the directed time for teachers at The North School as allocated by the Headteacher is detailed in the Staff Handbook.

The Working Time Regulations 1988
All teachers are subject to the EU Working Time Regulations which are described in paragraph 114 of DfEE Circular No. 12/99.

PERSON SPECIFICATION

JOB TITLE:	SUBJECT TEACHER/FORM TUTOR	
	ESSENTIAL	**DESIRABLE**
QUALIFICATONS & TRAINING:	• Qualified Teacher status	• Good honours degree • Training at a school with similar characteristics
EXPERIENCE:	• Teaching of specialist subject across at least one key stage.	• Teaching across all key stages
KNOWLEDGE & SKILLS:	• Knowledge of the National Curriculum. • Knowledge of relevant courses at Key Stage 3 and Key Stage 4. • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. • A good understanding of the importance of literacy and numeracy across the curriculum. • A good understanding of how to assess student progress.	• Knowledge of relevant courses at Kent Stage 5. • A good understanding of how to plan and assess work for vulnerable groups, such as SEN students, pupil premium students and gifted and talented students.
PERSONAL SKILLS / QUALITIES:	• Enthusiasm for the specialist subject. • Hardworking, reliable and trustworthy. • Ability to communicate positively with children. • Ability to work supportively within a team. • A commitment to own continuing professional development. • Ability to reflect upon and improve your teaching practice.	• A commitment to others' continuing professional development. • A desire and capacity for further promotion.

Our School and its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	912
Number of students in Sixth Form	152
GCSE Results 2019:	English : 61% at 4+ and 39% at 5+ Maths : 69% at 4+ and 49% at 5+ Science : 47% at 4+ and 27% at 5+
Number of teaching staff	85
Number of associate staff	65
Ofsted Inspection Report – Sept 17	https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832

