



Peacehaven  
Community  
School

**DEPUTY HEADTEACHER**  
INFORMATION





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Dear Applicant,

I am delighted that you are interested in leading our exceptional team at Peacehaven Community School into the next phase of its journey. I hope you will take a look at our [PCS Website](#) and [PCS Prospectus](#) as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility with a Speech, Language and Communication specialism.

Standards of teaching and learning at Peacehaven Community School are high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

Peacehaven Community School was judged as "Good" by Ofsted in October 2018. The school has gone from strength to strength in recent years and is proudly oversubscribed at Key Stage 3. We are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our motto is 'Aspire, Achieve, Believe' where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of sixteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.

Peacehaven Community 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 posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Yours sincerely,

Liza Leung  
Executive Headteacher



# Deputy Headteacher

**Salary Range: SAT – L17 – L21 (£62,570 - £69,031)**

**Full time, Permanent**

**Required for September 2021**



We are seeking to appoint a Deputy Headteacher who is experienced, dynamic and has excellent leadership skills. This is an exciting opportunity for a candidate who will be ambitious for our whole school community. The area of responsibility will be agreed according to the skillset of the successful candidate.

The successful candidate will share our broad strategic objectives and our ambitions. They will also be the kind of person who can establish professional relationships at all levels and bring creativity and enthusiasm to the challenges of the position. Working with the Headteacher, Executive Headteacher and supportive senior leadership team, the Deputy Headteacher will be responsible for translating a clearly articulated vision into practice. They will also deputise for the Headteacher in their absence.

Peacehaven Community School is an 11-16 comprehensive school of 863 students. The school is 19 years old and has excellent facilities and a positive, vibrant setting. Our mission is to develop confident, happy, ambitious students who flourish and take pride in their learning. Peacehaven Community School is a school where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures.

This is an excellent opportunity for a leader who wants to develop their career in an exciting and supportive environment. Working with Swale Academies Trust's network of schools, including Causeway School, we are focused on school improvement and continuous learning for both our students and our staff.

Informal visits to the school are welcomed on Friday 14th May & Wednesday 19th May 2021. Please contact Liz Fulker, Lead Administration Officer on 01273 575802 to arrange a visit. For full details of the post and an application pack please contact Liz Fulker, Lead Administration Officer on 01273 575802 or via email to [liz.fulker@swale.at](mailto:fulker@swale.at). Also please visit our [website](#).

Applications should be made online at TES.com or by downloading an application form via [swale.at](http://swale.at). Please note, we cannot accept CVs. Completed application forms should be sent to [liz.fulker@swale.at](mailto:liz.fulker@swale.at)

If you experience any difficulty in completing the application form, please contact [recruitment@swale.at](mailto:recruitment@swale.at) or 01795 426091 (option 2).

In accordance with current GDPR compliance we will not keep any details/application forms on file once the position is filled.

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

**Closing date Friday 21st May 2021, 12.00 noon**

**Shortlisting Monday 24th May 2021**

**Interviews Thursday 27th May 2021**

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

**Headteacher: Darren Warner-Swann**



# WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of seventeen primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

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 School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, 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.

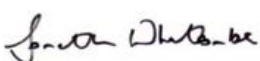
Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared

values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe  
Chief Executive Officer

# JOB DESCRIPTION



**Job Title:** Deputy Headteacher

**Salary:** SAT Leadership Spine Points

**Main purpose of the role is:**

To support the Headteacher and the Executive Headteacher in implementing the aims and objectives of the school by:

- Deputising for the Headteacher, taking on responsibility for the day-to day running of the school, as required.
- Working flexibly in supporting the day to day on-going action and management of the school.
- Creating systems and strategies that ensure sustained, highest quality teaching and learning for all.
- Monitoring achievement and performance in relation to areas of specific responsibility.
- Providing teachers with the appropriate support for outstanding practice.
- Ensuring students are able to take full advantage of learning opportunities.
- Ensuring parents are kept well informed on their child's progress.
- Taking a lead in ensuring high expectations and standards in all aspects of school life.
- Contributing to all aspects of Strategic Leadership Team responsibilities, including student behaviour and welfare.
- To provide effective line management, at a strategic level, to the Heads of Subject as agreed, providing support and challenge in order to ensure high standards and continuous improvement.



# JOB DESCRIPTION



**Lead, on a strategic level, the strategy for the continuous improvement of 11 - 16 provision and outcomes, including:**

- curriculum design and implementation.
- contributing to the school's self-review (including subject reviews) and strategic planning processes, with regard to outcomes, observing lessons, scrutinising work, analysing assessment data and discussing learning with students and staff.
- in consultation/coordination with other senior leaders and with the assistance of the Headteacher and Executive Headteacher, identify and address any areas of underachievement and putting in place strategies for improving outcomes.

**To act as the Designated Safeguarding Lead for the school in the absence of the Designated Safeguarding Lead.**

**To take the lead role in the organisation of:**

- Consultation Evenings.
- Presentation and Celebration Events.
- To contribute to the maintenance of a safe, secure environment for all members of the school community, through leading by example and providing support, as required.

Specific roles and responsibilities will be negotiated on appointment so that individual skills and talents can be fully utilised, but Quality of Education will remain the key focus. The post-holder may also be required to take on responsibilities additional to those listed above, within reasonable expectations. As a key member of the school's senior leadership team, the post-holder is expected to be a team player, working with initiative and flexibility.

The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's performance management cycle. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.



# JOB DESCRIPTION



**This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment.**

1. Work with Governing Body members to ensure that all safeguarding duties are complied with under the relevant legislation.
2. Work with Governing Body members to ensure that policies, procedures and training in the school as set out in the statutory guidance "Keeping Children Safe in Education", DfE, September 2018, and "Working Together to Safeguard Children", DfE, February 2019 are effective and comply with the law at all times.
3. Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
4. Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices.

This job description should be read alongside the requirements of the current publication of the DfE's School Teachers' Pay and Conditions Document (STPCD) and is based on the National Headteacher Standards (2004, 2012) and the "National Standards of Excellence for Headteachers" published by the Department for Education in January 2015 which sets out in greater detail the general requirements for Headteachers and the standard terms of their employment. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



# PERSON SPECIFICATION



ESSENTIAL CRITERIA			ASSESSMENT METHOD
Qualifications & Training	1	Qualified Teacher Status	F,
	2	Recognised degree or equivalent	F,
	3	Designated Safeguarding Lead trained	F,
	4	Further personal and professional training and development related to leadership role	F,
Experience of .....	5	Extensive successful teaching and leadership experience	F,
	6	Successful practice in at least two different secondary schools	F,
	7	Working successfully with parents, partner schools and the wider community	F, I
	8	Successful experience of school self-evaluation and subsequent planning for improvement	F, I
Knowledge and Understanding of effective strategies for:	9	Teaching, learning and assessment	F, I
	10	Managing the behaviour of students	F, I
	11	Promoting inclusion and equal opportunities	F, I
	12	Raising attainment and achievement	F, I
	13	The effective use of performance data	F, I
	14	Promoting continual professional development and staff support	F, I
	15	Promoting leadership at all levels	F, I
	16	Using ICT as a tool to enhance teaching and learning and management	F, I

Assessment Methods:

F = Application Form

L = Support statements

I = Interview

R = Reference

# PERSON SPECIFICATION

ESSENTIAL CRITERIA			ASSESSMENT METHOD
Professional Knowledge & Understanding	17	The statutory framework for education, its implication for management and issues of governance	A, I
	18	Current initiatives affecting schools	I
	19	Policies and procedures relating to safeguarding, security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.	A, I
Skills and attributes	20	Excellent leadership skills and a clear presence within the school	A
	21	A commitment to the wider achievement and involvement of all students	I
	22	The ability to act as an enthusiastic ambassador, promoting the school in the local and wider community	I
	23	The ability to develop effective teams and empower others	A, I
	24	The ability to balance the strategic and operational demands of the role	A, I
	25	The ability to delegate tasks appropriately	A, I
	26	The ability to work independently and as part of a team	I
	27	Excellent communication skills with a wide variety of audiences, formally and informally, verbally and in writing	A, I

Assessment Methods:

F = Application Form

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## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the TES website and all electronic application should be made via this route. Alternatively, completed forms can be sent to [recruitment@swale.at](mailto:recruitment@swale.at) or by post to the following address:

HR Team  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

# OVERVIEW

The Swale Academies Trust, based in Kent, came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.

As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Causeway School, Eastbourne
- Peacehaven Community School, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building/Estate Management

# SWALE ACADEMIES TRUST SAFEGUARDING POSITION

## Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.



## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>

