



Head of House (Community)

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students generally make very good progress at Key stage 4 and in our Sixth Form. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of paramount importance to us. We believe that every member of our team has a part to play in this and is central to the success of our smaller Communities system, putting student belonging, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully



Jo Meloni
Headteacher

Head of Community

Leadership Range L4-L8

Full time, permanent (£53,602-£59,167)

This is an exciting opportunity to lead one of our smaller Communities (houses) alongside an aspect of whole school leadership at this vibrant, high achieving 11-18 school.

We are situated in East Grinstead within easy reach of London, Brighton and Tunbridge Wells. We are a harmonious, ambitious, outward looking, and inclusive school, with fantastic students and great staff. However, we are not complacent and are looking for an exceptional teacher and leader to join our team this Easter, although a September start would be considered for the right candidate.

As Head of Community you would play a pivotal role in the school, and make a positive impact on the lives of young people and our wider community.

As a forward-thinking school, we recognised the opportunity to do something a little bit different with our pastoral system to help realise our vision. Last academic year we introduced our smaller 'Community' (house) system based on four key objectives:

- **Identity and belonging** - Knowing every student and building exceptionally strong relationships with families; giving every student sense of belonging as part of a smaller community and the wider Sackville school community.
- **Collaboration and Teamwork** - students working together within and across year groups. Five equal communities, supporting one another, with opportunities to share best practice amongst colleagues.
- **Leadership** – Greater opportunity for student leadership and student voice, that really makes a difference.
- **Competition** –With ourselves to do a little bit better every day, and across communities with friendly competition, events and opportunities to help realise our ambitious aims for every student.

This is a great school, with students who want to learn and achieve consistently good outcomes. You would be joining an ambitious and dedicated team of teaching and support staff, supported by a Governing Body who share our ambition to provide the very best educational opportunities for all our young people, no matter what their starting points in life.

We are looking to appoint a colleague who has a proven track record of working in pastoral care as a form tutor or a Head of Year looking to expand their impact across the wider school, perhaps on a journey to senior leadership. You will bring energy, enthusiasm and commitment to work as part of a team with a genuine belief in 'fighting for every child' and to lead a team of pastoral staff and tutors to help our young people be the very best they can be, and to thrive in all that they do. In return you will work in an exceptionally supportive environment that will further develop your professional skills and ambitions.

What we can offer you:

- Great students who want to learn and supportive families
- A strong team ethos, with caring colleagues
- A school that genuinely believes in supporting staff and student wellbeing
- Access to excellent professional learning and leadership coaching
- Being part of a Leading Edge school recognised by the SSAT for our professional learning and principled curriculum

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us.

Closing Date: 8:00am Monday 24 February **Interviews:** Wednesday 26 February

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details and application packs are available on our website www.sackvilleschool.org.uk or contact the Headteacher via Mrs K Dawson, PA to the Headteacher, on 01342 414900 / kdawson@sackvilleschool.org.uk for further information or to arrange a visit.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this, together with the application form and safer recruitment form to hr@sackvilleschool.org.uk

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

Job Title: Head of Community

Reporting to: SLT Link

Salary/grade: Leadership Range L4-L8

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

Specific Responsibilities:

- Establish a Community identity supported by activities and events.
- Ensuring the highest possible standards for behaviour and safeguarding students within our community.
- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Strategic leadership of the Personal Development curriculum including careers, Learning for Life, assemblies and tutor time for your community.
- Line management of Deputy Head of Community, Community Pastoral Assistant and tutor team.
- Ensuring effective engagement with families to help maximise student progress.
- Lead a weekly Community assembly and year group assemblies as agreed, co-ordinating guest speakers where applicable.
- To oversee and manage key events for one horizontal year group
- Lead an aspect of whole school provision for example transition; equality, diversity and inclusion; study skills/academic intervention; student voice/leadership.
- Effectively deploy a student leadership team for your community under the whole school structure.
- Encourage participation of students in inter-community activities, competitions and extra-curricular opportunities.
- Attend and contribute to meetings for students in your community.
- Attend all relevant family consultation meetings.
- Represent the school at attendance meetings with Families and the Attendance Officer as necessary.
- Develop appropriate links with other outside agencies as appropriate for individual learners.
- Liaise with the Designated Safeguarding Officer and Safeguarding team on issues connected with safeguarding and child protection.
- Undertake DSL training and keep up to date with regular safeguarding CPD.
- To undertake walkabout duty in accordance with the whole school rota.

ACCOUNTABILITIES

Leadership

- To ensure robust systems of monitoring students which promote a positive culture for learning and outcomes putting in place student specific interventions.
- Ensure that the school organisational systems are used effectively for the purpose of recording behaviour and rewards as well as sanctions and interventions. Follow up any student referred through these systems.
- Monitor the progress towards academic and personal targets for students within the cohort.
- Support tutors in setting high standards and expectations of attainment, behaviour, attendance and punctuality.
- Support the implementation of the attendance policy within the school, supervising attendance and punctuality - checking attendance registers daily for safeguarding reasons and at least weekly, to check reasons for absence, truancy and punctuality, and issuing notes to parents in accordance with the policy.
- Produce a community development plan linked to school development priorities.
- Monitor student behaviour, attendance and punctuality and together with students' progress setting targets where required, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To follow up safeguarding concerns without delay and in accordance with KCSiE and school procedures

- To be part of the Safeguarding Team and play an active role in this group.
- To ensure that a strong anti-bullying message is consistently applied across your community and incidents of this nature are dealt with appropriately and recorded so that any emerging trends can be identified.
- Lead tutors in the development and delivery of a pastoral care programme that promotes a value-driven approach to education, rewards achievement and celebrates success; and that provides appropriate personal, social and health education.
- Support staff in getting to know their students and build positive relationships with students and families.
- Contribute to performance management of staff as required according to whole school policy and practice.
- Contribute to professional development of colleagues.
- Work with the other Heads of Community to organise and assist with family information events.
- Lead assemblies which are themed and link to whole school values and your community figurehead.
- Ensure that tutors are aware of the contribution of the 'pastoral programme' to Lead students in the creation of a distinctive community ethos, in which students are active participants.

Curriculum

- Undertake an appropriate programme of teaching in accordance with the duties of a teacher.
- Support students and give guidance on option choices.
- Support students in revision and examination preparation.
- Monitor overall academic progress through assessment and attitudes to learning data and other information.
- Set student targets as part of the data review process and Consultation evenings.
- Identify and develop study skills to support students in their ability to work independently and learn more effectively.
- Support curriculum development within a Personal Development programme.
- Keep up to date with national developments in teaching practice and methodology and pastoral care.
- Monitor actively and respond to curriculum development and initiatives at national, regional and local levels, appropriate to the cohort.
- Implement the Culture for learning policy so that effective learning can take place.
- Ensure that staff are clear about the objectives of tutor sessions and communicate such information to students.
- To monitor student progress across subject areas, including literacy and numeracy and to work closely with tutors & teaching staff to improve student achievement and Attitudes to Learning using AtL data.
- Ensure that tutors recognise and know how to deal with stereotyping including racial and gender.
- Lead by example in setting standards when enforcing school policies.
- Produce appropriate reports for the various audiences e.g. the SLT, Governing Body, external agencies.
- Take responsibility for own professional development and actively engage in opportunities provided by the school
- Promoting the Sackville Way, taking required steps to ensure all students are ready to learn.

Strengthening Community

- Hold regular meetings with the community team in line with the school calendar.
- Relate issues arising to your link member of SLT.
- Act as a conduit for information relating to pastoral needs and academic achievement to Curriculum Team Leaders and the SENDCO and Inclusion Coordinator.
- Establish positive links with families, communicating any issues of concern in a timely manner.
- Contribute to the development of effective links with the community e.g. feeder schools and our soft Federation.
- Contribute to liaison events such as Consultation Evenings, review days and link events with schools.
- To organise and manage a community tutor group system from Years 7-11.
- Establish a clear, shared understanding of the contribution that community activities play in students' spiritual, moral, social and cultural development, and in preparing them for adult life.
- Promote community priorities for personal development such as charity work, mentoring, and inter community competitions.
- To create a Community ethos and identity to drive forward a positive culture for learning.
- Ensure rewards and sanctions are used within the whole school policy framework.
- Meet weekly with the SLT line manager to share success and priorities.

All Leaders

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular and inter-school activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality and opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, families and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the School's Staff Handbook.
- Undertake other reasonable duties related to the job purpose required from time to time.
- To play an active part in the Middle Leadership Group.
- Work effectively and proactively with external agencies.
- To work to encourage excellent parental engagement in their child's education.
- Participate in monitoring and evaluation in line with agreed school procedures.
- Implement school policies and procedures, for example equal opportunities & literacy.
- To work with Middle Leaders in solving concerns raised about individual students.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.
- Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Other

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.
- Sackville School is committed to safeguarding and promoting the welfare of children and your people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

PERSON SPECIFICATION

Head of Community

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
Graduate (with a good honours degree)	✓	
Qualified teacher status	✓	
Recent CPD in the fields of education leadership, management, pedagogy for example NPQSL (or working towards this or similar professional qualification)	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Evidence of wide-reading/CPD and a genuine interest in academic research in both pedagogy and school leadership	✓	
Experience		
Evidence of providing excellent pastoral support as a form tutor	✓	
Successful record of supporting young people with strategies and interventions that have had impacted their wellbeing, behaviour and educational outcomes	✓	
Pastoral leadership as a Head of Year/House		✓
Very successful teaching record	✓	
Minimum of three years teaching experience in a secondary school	✓	
Successful leadership and management of a team	✓	
Evidence of leading, supporting and managing others, both individuals and teams	✓	
Successful participation in and understanding of curriculum development		✓
Involvement in extracurricular activities		✓
Evidence of working with partner schools (secondary or feeder)		✓
Abilities and aptitudes		
A high degree of personal and professional integrity, confidence, and loyalty	✓	
Clear communication skills (spoken, written and use of ICT) and able to present to a wide audience including staff, governors, parents/carers and students	✓	
Very good organisation and interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to think creatively and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Flexible, adaptable and resilient under pressure	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.

FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live **fulfilling adult lives** as **global citizens**
- ✓ To work closely with other professionals and agencies to **serve the needs of our community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



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Sackville School
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Sackville School

TOGETHER WE ACHIEVE