

# Fulston Manor School



## Head of English

### Information for candidates

**Starting Date:** September 2024

*We reserve the right to withdraw the advertisement early and to interview candidates during the advertisement window; candidates are therefore encouraged to apply at their earliest convenience.*

# Introduction from the Headteacher



Dear Colleague

I am delighted that you are interested in a position at Fulston Manor School and, over the next few pages, would like to show you what you could expect from working with us at Fulston and what the surrounding area has got to offer.



We are a large non-selective school with an outstanding reputation for developing young people to make a positive contribution to their community. We are a very welcoming school that operates as a family with a strong sense of pastoral care linked to our house system. We have four houses (Cromer, Hales, Morrison and Stanhope) in Year 7 to 11 with vertical tutor groups in each house. This means small numbers of each Year Group in each Tutor Group have a dedicated tutor who they see every day.

The Sixth Form is a thriving environment for students Post 16 and we have outstanding facilities for students as well as excellent pastoral care and careers support to enable students to make the next steps into further education or employment.

We offer a wide curriculum from Year 7 which allows young people to excel in all areas, including the creative arts, and students are encouraged to develop a love of learning and engage with their studies fully.

The school ethos of “Everybody Matters, Everybody Succeeds, Everybody Helps” drives all that we do here to ensure our young people both achieve the best possible qualifications and also grow and develop their sense of self and their understanding of our world.

We have always believed that a child will only learn effectively when happy and, without losing sight of the need to secure the best possible qualifications, every effort is made to ensure that children are well cared for and given a huge range of opportunities, both inside and outside the classroom.

The crest of the school carries the Latin inscription “Artes Discant Amitiae”, which translates as “May they learn the art of friendship”. In the midst of all the pressures to succeed and the drive for achievement, we are most proud of the fact that we are a community which has never lost sight of the importance of positive human relationships and it is this, perhaps, above everything else that continues to ensure the enduring quality of the school.

**Mrs Susie Burden**  
Executive Headteacher



# Fulston Manor Academies Trust



FMAT was formed by Fulston Manor School in 2013, three years after the school became a single academy in October 2010.

Fulston Manor itself has enjoyed, for many years, an excellent reputation, being heavily oversubscribed, attaining very high levels of academic achievement. An increasing involvement in school to school support and other collaborative ventures led to the school becoming a National Support School. The commitment to partnership working made the creation of a multi academy trust a logical step, providing a further way in which school improvement could be achieved.

Although Fulston Manor has supported schools right across Kent, participated in the delivery of national conferences and been involved in forging strong international links, when developing the multi academy group the intention was always to work with local schools in order to provide sustainable improvement and enhanced provision for young people across Swale. And so, together with our Sixth Form hub, we therefore welcomed South Avenue Primary School into the trust which fitted perfectly into the framework and ensured a solid foundation across all three phases of compulsory education.

South Avenue Primary School aims to ensure that the children will be happy, inspired, and eager to learn during their time spent at Primary school. The vision "We Discover, We Learn, We Grow" aims to make the child ready for a lifetime of learning.

Our partnership school offers a broad, balanced curriculum which takes account of each individual child's needs and interests. Staff try to create a happy, caring community, which welcomes newcomers, and where each member, whether child or adult, is respected and where consideration of others is of prime importance. As with Fulston Manor it is felt that learning can only begin when children feel secure and happy.





# Our Vision and Values



## Our Shared Vision and Ethos

### Mission Statement

Fulston Manor Academies Trust's mission is to change for the better the lives and life chances of all members of our community. In order to achieve this we are committed to the achievement of rapid educational transformation across all our schools through the development of outstanding practice based upon sustainable collaboration.

### Vision

Fulston Manor Academies Trust's vision is of a community of outstanding schools in which all children are enabled to reach their potential through the provision of high quality education within a caring and supportive environment. The on-going professional development of all staff will ensure sustainability and assist in the creation of a culture of continued improvement within every Trust school.

### Ethos

Fulston Manor Academies Trust's ethos is encapsulated in the phrase, "Everybody matters, Everybody succeeds, Everybody helps". By involving everyone in ensuring that all are enabled to achieve, the Trust creates communities which share in the success of all when the highest of aspirational targets are set and met.

### Fulston Manor Values:

New for September 2023, our school values were introduced to help further enhance our mission to make Fulston Manor School a safe, welcoming and friendly place to learn. Developed in conjunction with our School Councils, School Governors and our Senior Leadership Team, these collaborative values celebrate all that is best about the Fulston Family.

We embed these integral values into every part of Fulston Family life, from having high ambitions of both our students and staff, showing fortitude and integrity in the classroom, around our site and in our wider community, to being mindful of each and every member of our community and embracing and celebrating our differences.

When applied together and with relentless consistency, we really can help shape great young citizens, not just for the Fulston Family but for our wider community, too.



# Sittingbourne, Faversham and the Isle of Sheppey



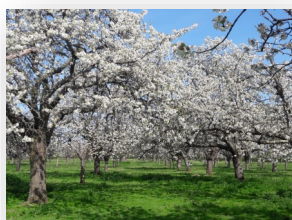
**Swale** is a local government district with borough status in Kent and is bounded by Medway to the west, Canterbury to the east, Ashford to the south and Maidstone to the south west. Swale Borough Council is based in Sittingbourne. The district is named after the narrow channel called The Swale, that separates the mainland of Kent from the Isle of Sheppey, and which occupies the central part of the district.



Most of the southern half of the Borough lies within the Kent Downs Area of Outstanding Natural Beauty, whilst Sittingbourne and the Isle of Sheppey forms the concluding part of the Thames Gateway growth area.

There are five towns in the borough: Sittingbourne and Faversham on the mainland, and Sheerness, Minster and Queenborough on the Isle of Sheppey.

Swale is a mainly rural borough, containing a high proportion of the UK's apple, pear, cherry and plum orchards as well as many of its remaining hop gardens. Faversham, a medieval market town, is also home to Britain's oldest brewers, Shepherd Neame.



Sittingbourne owes its name to a modernised version of an observation on its location. The town's name came from the fact that there is a small stream or "bourne" running underground in part of the town. Edward Hasted, writing in the 1790s in his *History of Kent* states that :

Sittingbourne was anciently written Sedingbourne, in Saxon, Saedingburga, i.e. the hamlet by the bourne or small stream.

There is evidence of Roman settlement in the area before 2000 BC, with farming and trading tribes living inland to avoid attack, yet close enough to access the sea at Milton Creek. In AD 43 the Romans invaded Kent and, to make access quicker between London and Dover, built Watling Street, which passed straight through Sittingbourne.

However, more modern ways to travel sees the borough being serviced by excellent rail links which means travelling from Sittingbourne to London can be completed in just over an hour and to Dover in 52 minutes.

Surrounded by small villages and in the heart of The Garden of England, Sittingbourne is a perfect town to base yourself to explore the countryside, the history of the area and the continent.



# Job Profile



## Head of English

We are offering an exciting opportunity to lead a core subject in our school. We are looking for a passionate and talented individual who can lead a team with enthusiasm and who has drive and determination to help young people to achieve their goals.

We are looking for a well-qualified, enthusiastic and experienced teacher to take responsibility for English. The successful candidate will have a proven track record of successful teaching as well as being able to demonstrate the ability to motivate and lead teams of middle leader staff. The candidate may have had previous experience as a Key Stage Co-Ordinator/Head of Department or similar and they will have a genuine interest and passion for inspiring young people with an engaging curriculum.

The successful candidate will join the school's successful and enthusiastic English department working and collaborating with an exceptionally dedicated and talented team of practitioners.

### What we are looking for:

- An excellent English specialist, who is ready to develop their leadership skills further
- A strategic thinker to shape the future of the subject and positively lead the department whilst being a well-organised, determined and proactive operational subject leader
- A passion to build on attainment and achievement at KS3, KS4 and KS5 through a positive attitude towards staff, students and parents
- A proven teacher, who has driven up attainment and progress in English
- Someone keen to make a difference to the lives of young people
- Someone looking to join a community that works to develop young people into successful citizens

### What Fulston Manor School can offer you:

- Mentoring and high-level training
- Encouragement to develop your career with excellent promotion opportunities
- A family atmosphere with welcoming staff and students
- A caring environment with well-being and work/life balance at its core
- To be part of a whole school team – working together to achieve and valuing every individual's contribution

Fulston Manor is a heavily over-subscribed non-selective school in Sittingbourne, Kent, this success is based on the quality of our staff and the excellence of our induction and support programmes. The school offers an outstanding learning environment for all its students.

Fulston Manor is focused on developing students into young citizens capable of making a difference. Here, at Fulston, we have a strong pastoral system at our core and we pride ourselves on being about strong traditional family values. All staff and students, who join us, are joining the Fulston family and we look forward to welcoming you to this community.

### Benefits of working for Fulston Manor School:

- Membership of a generous pension scheme
- Private Healthcare Cover (Cash back health plan)
- Discounts, savings and offers through Kent Rewards
- Trust wide focus on wellbeing including respite weeks and breakfast
- Subsidised staff meals
- Free, secure car parking
- Free, annual flu vaccinations

*We reserve the right to withdraw the advertisement early and to interview candidates during the advertisement window;*

*candidates are therefore encouraged to apply at their earliest convenience.*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# Job Description and Person Specification



As a school our motto is 'Everybody Matters, Everybody Succeeds, Everybody Helps' we hope you will join us in ensuring all students achieve their potential.

## Key Accountabilities:

Within the context of the school's aims and policies, work to develop, implement, monitor and evaluate subject policies, plans, targets and practices, which relate to your area of responsibility.

Contribute to the creation of a climate which enables staff in your subject to maintain a positive attitude to the teaching of the subject, student behaviour and student progress

Ensure a working environment in which learners feel safe and adopt safe practices

Lead teaching and learning across your subject area to ensure that the principles of the curriculum are being incorporated into classroom action

Lead by example: plan and evaluate learning and assessment that leads to positive pupil progress for all students including identified vulnerable groups

Support staff in the development of effective teaching and feedback strategies

Support staff in the development of effective behaviour for learning strategies

Work with teaching and support staff to maintain high standards of learning within the department across all key stages

Develop schemes of work in line with the KS3, KS4 & 5 curriculum

Monitor student progress and support intervention

Develop progression pathways from KS3 to KS5 and beyond

Develop and adapt medium and long term plans for the department to ensure positive progress for all

To be an active member of the Middle Leadership Team

To maintain a highly visible and professional profile within the School

## Key Responsibilities:

### Curriculum

Review and adapt as necessary long term curriculum plans to ensure subject coverage, continuity and progression for all students in an environment that fosters student engagement

Provide guidance on a variety of teaching and learning methods to meet the differing needs of all students

Contribute to the development of students' literacy, numeracy, citizenship, ICT and study skills

Ensure appropriate stretch and challenge in SOW for progression from KS2 to 3, from KS3 to 4 and from KS4 to 5 to ensure effective transition

### Assessment

Establish and implement clear and accurate assessment and reporting procedures, including moderation

Evaluate student progress at each assessment point and support staff in developing teaching strategies that accelerate progress and implement intervention as required

Coordinate the organisation of internal/external examinations entries as required by the assessment office

- o Organise arrangements and deadlines for marking
- o Ensure that grades are passed to assessment office as requested
- o Ensure any coursework/examination requirements for KS4 & 5 are fulfilled including organising and running any fieldwork requirements

Ensure that staff are aware of course deadlines (internal and external)

# Job Description and Person Specification Continued



## Target Setting and Exam Analysis

- Develop and monitor systems to track student progress against their target grades
- Analyse the results of students in all year groups
  - ✦ to provide teachers with clear expectations for each student
  - ✦ to evaluate the effectiveness of teaching strategies
  - ✦ to identify and action intervention where necessary
  - ✦ Liaise with staff to ensure that the teacher targets and expectations are stretching and challenging
  - ✦ Organise support sessions, including workshops, when required

Direct interventions to target support

## Quality of Teaching and Learning and Professional Development of Staff

To liaise with the SLT, HOH, SENCO and teaching staff to ensure that the needs of all students are met so that they are able to fulfil their potential

- Monitor and evaluate the quality of teaching within the department, embedding mastery practise
- Carry out lesson observations of staff and work with staff to develop actions for improvement and share best practice
- Schedule books reviews in accordance with the school and department policy
  - Complete and pass forward the appropriate paper work as required by the school policy
  - Arrange follow up actions if necessary
  - To ensure effective communication with parents/carers so that they are advised and informed of their child's progress as appropriate
  - Liaise with Line Manager in identifying areas for development across the department
  - To support and mentor staff, including ITT trainees and ECTs so that the Teacher Standards are met by all members of the team

## Stakeholder

Schedule and organise interviews/questionnaires with students and parents to ensure that developments take into consideration the stakeholder view

## Self-Evaluation and Quality Assurance

- Monitor and evaluate all aspects of the department to ensure there is an accurate understanding of the strengths and areas for development to inform improvement planning
- Communicate effectively with all members of the department so that they are familiar (and work in line with) the aims and objectives of the department and the school. To promote whole school initiatives and maintain the consistent implementation of whole school policies and procedures.
- Monitor the work of all members of the department and check the implementation of school policies, e.g. setting of homework, marking of students work and the assessment and recording of progress. To involve staff in the review and evaluation of their own work, including the standards and progress of students that they teach.

Utilise the school systems and procedures to challenge underperforming staff, providing or brokering the appropriate support and professional development to improve performance. To refer on-going underperformance to the appropriate member of the SLT.



# Job Description and Person Specification Continued



## Resource Management

To ensure that teaching commitments are effectively and efficiently timetabled and roomed within the constraints of the school

To monitor 'best value' expenditure and decide on the priorities for the spending of the department budget in consultation with other members of the team

To oversee the maintenance of records on capitation spending and commitment to ensure proper financial control

## Day to day Management

Discipline

Support teachers in the management of student behaviour

Praise students

Run detention sessions for the subject

Isolate students from lessons according to school policy and place on subject report as needed. Contact home regarding student concerns.

Liaise with teachers to facilitate the reintegration of exited students

## Consultation

Liaise with parents as required in response to concerns and queries

Ensure that all teachers have made students fully aware of their progress, where their gaps are and use interventions to target support

Ensure that staff have all relevant information required for Progress Review Evenings

- Ensure all staff are represented at parents' evenings
- Provide appropriate information for parents when any members of staff are absent
- Organise displays and leaflets for the 6<sup>th</sup> Form choices evening and the Year 9 subject information evening
- Attend both evenings

Ensure that the department is represented on results days

## Absence

Organise cover for absent members of staff and support cover teachers in ensuring that students continue to make progress

Other reasonable duties as directed by the senior line Manager

## VARIATION IN ROLE

Given the dynamic nature of the role, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

Everybody Matters  
Everybody Succeeds  
Everybody Helps



# Application and candidate selection process.



We would like every candidate to receive the best possible interview experience and so, to support you in your application, we have set out our promises to you and what we will be looking for in return.



## We promise to:

- ◇ Provide you with clear and concise information
- ◇ Encourage you to ask questions
- ◇ Respond to enquiries within 24 hours during the working week
- ◇ Follow a fair and consistent assessment process
- ◇ Ensure you have all of the documentation needed for your interview, giving you sufficient time to plan anything which may be requested
- ◇ Arrange a student led tour of the school as part of the interview process

## In return we ask that you:

- ◇ Be honest about your experiences, hopes and dreams
- ◇ Provide honest and accurate information when completing your application
- ◇ Research who we are and how we work. Give yourself the best opportunity to join the Fulston Family

Advise us if your circumstances change in relation to your interest in this role. Help us to understand why

- ◇ Let us know if there is anything we can do to support you in your interview.

## We are committed to:

- ◇ Treating you with respect, honesty and fairness
- ◇ Ensuring any personal information is handled in a secure and confidential manner
- ◇ Providing true and factual information enabling you to make an informed decision
- ◇ Giving you a platform to show off your personality, skills and potential
- ◇ Providing constructive feedback professionally and rapidly
- ◇ Welcoming your thoughts on our school and interview process.



# Safe recruitment within education: information for applicants



Adhering to strict safer recruitment processes is an essential component of safeguarding children. Safer recruitment helps to ensure that the people we hire to work at Fulston Manor School are suitable for the role and match up with our expectations, attitudes and values.

## What we will provide

All applicants will be provided with:

- ◆ A job profile outlining the duties of the post which will include safeguarding responsibilities
- ◆ A person specification which will include a specific reference to suitability to work with children
- ◆ An application form

We expect all applicants to complete the application form which will contain questions about their academic and full employment history together with their suitability for the role.

All applicants are also required to account for any gaps or discrepancies in employment history.



## Interviews

At least one staff member on the interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## References

References will be requested at the selection stage directly from the referee. They will be asked about:

- ◆ The referee's relationship with the candidate
- ◆ Details of the applicant's current post and salary
- ◆ Performance history and conduct
- ◆ Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- ◆ Details of any substantiated allegations or concerns relating to the welfare of children
- ◆ Whether the referee has any reservations as to the candidate's suitability to work with children

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

## Pre-employment checks

An enhanced DBS check is required for all successful applicants.

Prohibition and overseas checks will also be completed if necessary.

Please be aware that under KCSIE 2023 guidance you may be subject to an online search prior to an offer of employment being made.



# How To Apply



**Salary: MPS/UPS + TLR 1.3** (currently £11,247p.a.) – possibly more -commensurate with experience  
**Full time/Permanent**

**Required to start: September 2024**

**Closing date: 22nd April 2024**

**Interviews: TBC**

Applications are invited from experienced teachers or Early Career Teachers who possess the skills, enthusiasm, and commitment necessary to ensure our students succeed and develop in our nurturing community.

The starting date for this post will be September 2024. If you are interested and would like to apply please complete the school's application form and send this in to the Headteacher with a covering letter (email acceptable). **Applications by CV will not be accepted.**

For any further information, however, please do not hesitate to contact the school; you are, of course, most welcome to visit.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'.*