



Meopham School
ACADEMIC EXCELLENCE IN A RURAL SETTING

Headteacher
INFORMATION



CONTENTS

Welcome	Pg 3
Job Description	Pg 5
Person Specification	Pg 8
Overview of Swale Academies Trust	Pg 9
Application Process	Pg 10
Safeguarding	Pg 11





Dear Applicant,

Thank you for expressing an interest in joining the Meopham School family. We hope you will take a look at our website at <https://meophamschool.org.uk/> and take the time to consider the information enclosed with this letter.

Meopham School is a school where a traditional family culture combines with an ambitious ethos for excellence.

Our ethos creates a supportive, energising and inspiring climate for success. Indeed, we were judged as "Good" by Ofsted in January 2023. However, at Meopham School we measure success not just in terms of excellent academic outcomes, but also in the development of strong character. Our traditional academic curriculum combines with our wider curriculum to ensure that every student is nurtured to uncover their talents and aptitudes. We recognise that excellent examination results are only a part of the story. Qualifications and personality open doors initially, but it is strength of character which keeps those doors open and allows our young people to lead happy, successful and healthy lives.

We are proud that Meopham School students are curious in their learning, resilient in overcoming difficulty, and are confident in evaluating their own progress. As a consequence, they are ambitious to achieve academic and personal success, both in school and in the world beyond.

Meopham School is located in the village of Meopham, an area of outstanding natural beauty. Students and staff moved into a new £14 million building in Spring 2018. An extension to our growing school will be open around Easter 2024. The state-of-the-art school offers an inspiring modern learning environment, with traditional classroom spaces. Our new facility will extend a learning environment which is truly exceptional.

Standards of teaching and learning at Meopham School are extremely high. There is a consistent approach to lesson planning, teaching and marking at the school. At the heart of our vision for the school is a relentless drive to ensure that all pupils make exceptional levels of progress in every subject. Our curriculum is broad and balanced. Indeed, offering courses to suit pupils of all abilities is one of the reasons for our success.

To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest of expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

If you became part of our team, We believe we could offer you a number of benefits. You would become part of something incredibly successful. We can offer an exceptional package of professional development, including training through the National Professional Qualifications including the National Professional Qualification for Headship (NPQH). We want our Headteacher to grow with their school and earn the autonomy to shape its future development.



Meopham School
ACADEMIC EXCELLENCE IN A RURAL SETTING

Meopham School offers the benefits of working in a medium sized school but within an exciting multi-academy trust. The Swale Academies Trust is currently made up of a group of schools, both primary and secondary, located in Kent and East Sussex. The Trust provides unparalleled opportunities for professional development. The Trust will grow further.

Meopham 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.

If you wish to apply, please visit Kent Teach to submit your application as soon as possible. We look forward to receiving your application.

Yours sincerely,

Simon Cox
School Improvement Executive

JOB DESCRIPTION



Job Title: Headteacher
Salary: L27 - L33

The job description reflects the National Standards of Excellence for Headteachers (2020). The Standards reflect key core principles, namely that the work of a Head of School should ensure high quality teaching and achievement; be focused on leadership; and reflect the highest possible professional standards. The Head of School provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Governing Body has the ultimate responsibility for the school and its policies, with the Head of School responsible for implementing and managing these policies. This appointment is subject to the current conditions of employment of Headteachers contained in the School Teachers' Pay and Conditions Document and other current educational and employment legislation.

CORE PURPOSES OF THE POST

Leadership

- Communicate a clear vision which inspires and motivates pupils, staff and the community.
- Provide professional leadership which sets the direction for the school, and ensure that it is organised and managed to meet its aims and targets.
- Develop positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community, by consulting, listening and responding in an open and collegiate way.
- Be visible around the school and in the local community, leading by example – with integrity, creativity, resilience, and clarity.
- Empower all students and staff to strive for excellence and to understand the fundamental value of education to improve lives.
- Manage workload and that of others to allow an appropriate work/life balance.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism, publicly supporting all decisions of the Trust.

Curriculum, teaching and learning

- Create a safe, calm and well-ordered environment for all pupils and staff, one that is focused on safeguarding pupils and developing exemplary behaviour in school and in the wider society.
- Develop a rich and balanced curriculum which meets the needs of all pupils, regardless of age, background or need, and implement an effective assessment framework.
- Ensure that learning is at the centre of strategic planning and resource management.
- Promote a consistent and continuous focus on pupils' achievement, using data and benchmarks to set ambitious targets and monitor progress in every pupil's learning.
- Ensure creative and effective approaches to teaching so that all pupils become engaged in their own learning and can achieve success.
- Ensure that there are effective systems in place to support excellent standards of behaviour and attendance.
- Ensure that all pupils are accurately identified according to the SEND Code of Practice and provided with the appropriate level of support.
- Support the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes, and challenge underperformance at all levels.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between classes.

JOB DESCRIPTION



People management

- Promote an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge through high-quality training and sustained professional development.
- Ensure that all staff have a clear understanding of their roles and responsibilities.
- Ensure effective processes are implemented for staff induction and professional development.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve.
- Identify emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Hold all staff to account for their professional conduct, practice and development.
- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.

Systems and Process

- Deliver an organisational structure which enables the management systems, structures and processes to work effectively and legally.
- Ensure the promotion of equality of opportunity and compliance with the Public Sector Equality Duty.
- Work with the Governors in ensuring that the staffing structure is 'fit for its purpose'.
- Recruit and develop staff to make the most effective use of their skills, expertise and experience.
- Implement effective processes for managing staff performance.
- Ensure that statutory requirements for safeguarding and health and safety are met.
- Work with the Governors to establish priorities for expenditure, monitoring the effectiveness of spending and usage of resources to ensure value for money.

Finance, premises and processes

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources (including premises) in the best interests of students' achievements and the school's sustainability.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively, especially setting the strategy and holding the Headteacher to account for student, staff and financial performance.
- Work with political and financial astuteness, within an agreed set of policies and procedures that are centred on the school's vision, and which translate local and national policy into the school's context.
- Develop a plan to ensure that the school's facilities and grounds meet the needs of pupils, staff and visitors within the financial resources available.

Continuous improvement

- Create an outward-facing school which works with other educational institutions to champion best practice and to secure excellent achievements for all pupils.
- Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development.

JOB DESCRIPTION



The wider school local community

- Work proactively to promote the reputation of the school positively to the local community, generating a constant stream of newsworthy 'good stories' about the school, its pupils and their achievements.
- Build and sustain positive relationships with parents/carers to increase their involvement in school activities and in the education of their children and to develop a sense of shared responsibility.
- Establish and maintain excellent relationships with parents/carers in the area, marketing the school proactively to ensure that pupil recruitment is competitive so that planned admission numbers are met or exceeded.
- Develop effective relationships with the local business community, (including the press), to win their support, secure additional resources and to encourage them to be positive advocates for the school.

Safeguarding Children

Accept leadership authority and responsibility for promoting and safeguarding the welfare of pupils and staff in accordance with the current statutory guidance and legislation.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION

Qualifications	Essential / Desirable
Qualified Teacher Status.	E
Recognised degree or equivalent.	E
Recent participation in a range of relevant & significant continuing professional development, including leadership.	E
Further professional qualification e.g. NPQH, if not a current head teacher.	D
Experience	
Impacting significantly on raising attainment and accelerating progress across school.	E
Teaching pupils with a diversity of needs including pupils with learning difficulties and/ or disabilities.	E
Successful curriculum leadership & innovation.	E
Improvement planning, implementation, monitoring and review.	E
Developing effective partnerships with parents and outside agencies.	E
Improving the quality of teaching at individual practitioner level and whole school.	E
Working in partnership with governors.	E
Budget Management.	E
Successfully leading a school either as a head teacher or acting head teacher/ equivalent.	D
Professional knowledge and understanding	
A deep understanding of how secondary aged children learn.	E
Whole school leadership & management including the role of governors.	E
School self-evaluation including the use of comparative data.	E
Strategies to meet the needs of all pupils through inclusion, diversity and access.	E
Up to date knowledge of national policies, priorities and statutory frameworks including recent changes in curriculum and assessment.	E
Ability to use performance management to promote & sustain school improvement.	E
Strategic role of ICT to support learning, teaching and school management.	E
Strategy to promote high levels of behaviour and attendance.	E
Appreciation of the benefits of effective collaborative working.	E
Personal Qualities	
Ability to inspire, motivate & challenge staff including through the development of effective teams.	E
Excellent communication skills.	E
Exceptional interpersonal skills.	E
Personal impact, commitment, enthusiasm, integrity and resilience.	E
A passion for developing partnerships between the school, governors, parents and the wider community.	E
A commitment to promoting and developing and well-being.	E
A commitment to enriching children's school experiences inside and outside the classroom.	E
Enjoyment, energy and enthusiasm for working with our children.	E
Willingness to maintain own learning and professional development.	E
Being an organised, professional, reflective practitioner and creative thinker.	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. 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
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, 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

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 Kent-Teach website and all electronic applications should be made via this route or with the submission of a completed [SAT Application Form](#). Completed forms can be sent by email to diane.mills@swale.at or post to the following address:

Mrs Diane Mills
Meopham School,
Wrotham Road,
Meopham,
Gravesend
DA13 0AH

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
- Visual identification which includes a photograph, usually a passport or driving licence
- 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.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

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>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 07344732