



**The
Whitstable
School**

Headteacher
INFORMATION

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The Whitstable School is a medium sized, non-selective school located on the north Kent coast. The school campus has wonderful, purpose built facilities. Our permanent Atrium showcases pupils' work and holds our termly exhibitions. Whitstable is a highly desirable seaside town which is popular with tourists in the summer and commuters from London all year round. Our children tend to walk to school and enjoy the beautiful views of the local coastline from many classrooms. There is a thriving community in Whitstable and the town is well known for its commitment to the arts, hosting a writing festival each year as well as the annual 'Oyster Festival' visited by thousands. Live music can be heard all year round and the school works with local groups to host events and workshops.

Our motto is 'Learn Locally, Think Globally' and we are an International Baccalaureate school. Students in our successful sixth form choose from a range of A Levels, vocational and IB courses. In recent years, pupils have visited a range of exciting international destinations. Since 2016, the school has gone from strength to strength and is now oversubscribed. We have been recognised as "Good" by Ofsted and our results have steadily improved over the last six years. Parents and pupils are happy with the excellent education that the school provides. It is now the school of choice in the local community.

We have created an ambitious, knowledge-based curriculum with a sharp focus on literacy. We take every opportunity to encourage pupils to communicate and share ideas. Our exhibition programme is entirely pupil led - local people visit to hear students debate, perform and discuss the issues of the day. Relationships between staff and pupils are open, friendly and cooperative, behaviour is good. We know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Whilst grades are important, school is about so much more than academic achievement. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community.

Leadership across the school is a strength. The school has a highly experienced senior leadership team, which includes two Deputy Headteachers and a team of Assistant Headteachers. In addition, the school benefits from being part of the Swale Academies Trust. The Headteacher is supported by an Executive Headteacher, who is an experienced Headteacher and knows the school well. The school profits greatly from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements of teaching and learning, curriculum development, and school management. We have developed an exciting culture of continuing professional development, and actively seek to celebrate and promote the best practice that exists in the school. Teachers are encouraged to plan collaboratively, both within the school and across the Trust. The school prioritises the development of systems and approaches that both reduce within-school variation as well as unnecessary burdens to teachers' workload.

We look forward to hearing from you and welcoming you to our fantastic pupils and staff.

Headteacher



Salary Range: SAT L27 – L33 (£83,956 - £97,256)

Full time, Permanent

Required for January 2023

Are you a passionate, dynamic and inspirational senior leader who is keen to take on your next challenge?
Do you have a proven track record in educational leadership and have aspirations to take your next leadership step?

Following the announcement of the retirement of the Headteacher, we are seeking to appoint a Headteacher to The Whitstable School, a medium, successful, and oversubscribed 11-18 school in Whitstable. The Whitstable School is part of Swale Academies Trust, a leading Multi-Academy Trust in the South East.

We are looking for a creative and collaborative leader who has experience of building teams and devising systems to drive the high performance of both pupils and staff.

We are proud that each school within the Trust has its own unique identity and ethos. The Whitstable School is already well established and highly regarded in the local community. We are looking for an exceptional leader who has the drive, vision and talent to build on the many strengths at the school and take it forward on its journey to excellence.

Swale Academies Trust provides an extensive network to empower all to achieve success. You will be supported by an Executive Headteacher, and will be encouraged to work closely with the other schools in the Trust to share best practice.

If you have the ambition, resilience and determination to inspire the next generation of students and staff at The Whitstable School, we look forward to receiving your application.

Applications should be made via Kent Teach. Please note, we cannot accept CVs.

If you experience any difficulty in completing the application form, please contact 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.

Interested applicants are welcome to contact Suzanne Dickinson, Executive Headteacher, for an informal discussion regarding the post by telephone: 07464 332474 or by email: suzanne.dickinson@swale.at

We strongly recommend all interested candidates visit the school. Visits can be arranged at any time by contacting Debbie Possee, Headteacher's P.A, by telephone: 01227 931300 or by e-mail: debbie.possee@swale.at

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: 3rd October 2022

Interview Date: Week commencing 17th October 2022

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 and references will be taken up along with other pre-employment

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 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.

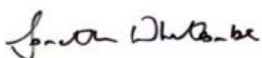
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary 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: Headteacher

Salary: SAT Leadership Spine Points L27 to 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 Headteacher should ensure high quality teaching and achievement; be focused on leadership; and reflect the highest possible professional standards.

The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets.

The Whitstable School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.

JOB DESCRIPTION



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.

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.

JOB DESCRIPTION



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 post-holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Trust Principal. Such duties should be discussed with the person concerned who may have their trade union representative present if so desired.

PERSON SPECIFICATION



CRITERIA			ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Qualifications & Training	1	Qualified Teacher Status	E	F
	2	Recognised degree or equivalent	E	F
	3	Recent participation in a range of relevant & significant continuing professional development, including leadership	E	F, I
	4	Further professional qualification e.g. NPQH, if not a current headteacher	D	FI
Experience of	5	Successfully leading a school either as a head teacher or acting head teacher / equivalent.	D	F,L,R
	6	impacting significantly on raising attainment and accelerating progress across school	E	F,L,I
	7	Teaching pupils with a diversity of needs including pupils with learning difficulties and / or disabilities	E	F
	8	Successful curriculum leadership & innovation	E	L,I
	9	Improvement planning, implementation, monitoring and review	E	L,I
	10	Developing effective partnerships with parents and outside agencies	E	L,I
	11	Improving the quality of teaching at individual practitioner level and whole school	E	L,I
	12	Working in partnership with governors	E	L,I
	13	Budget Management	E	L,I

Assessment Methods:

F = Application Form

L = Support statements

I = Interview

R = Reference

PERSON SPECIFICATION



CRITERIA			ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Professional Knowledge & Understanding	14	A deep understanding of how secondary aged children learn	E	I
	15	Whole school leadership & management including the role of governors	E	L, I
	16	School self-evaluation including the use of comparative data	E	L, I
	17	Strategies to meet the needs of all pupils through inclusion, diversity and access	E	L, I
	18	Up to date knowledge of national policies, priorities and statutory frameworks including recent changes in curriculum and assessment	E	L, I
	19	Ability to use performance management to promote & sustain school improvement	E	L, I
	20	Strategic role of ICT to support learning, teaching and school management	E	L, I
	21	Strategic view to promote high levels of behaviour and attendance	E	L, I
	22	Appreciation of the benefits of effective collaborative working	E	L, I
Personal Qualities	23	Ability to inspire, motivate & challenge staff including through the development of effective teams.	E	L, I
	24	Excellent communication skills	E	L, I
	25	Exceptional interpersonal skills	E	I
	26	Personal impact, commitment, enthusiasm, integrity and resilience	E	I
	27	A passion for developing partnerships between the school, governors, parents and the wider community	E	L, I
	28	A commitment to promoting and developing and well-being	E	L, I
	29	A commitment to enriching children's school experiences inside and outside the classroom	E	L, I
	30	Enjoyment, energy and enthusiasm for working with our children	E	I
	31	Willingness to maintain own learning and professional development	E	L, I
	v	Being an organised, professional, reflective practitioner and creative thinker.	E	I

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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, Eastbourne
- 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. Alternatively, completed forms can be sent by post to the following address:

Ms D Possee
The Whitstable School
Bellevue Road
Whitstable
Kent
CT5 1PX

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>

