

THE SKINNERS'
KENT ACADEMY



PRIDE IN OUR SUCCESS

**SEND TEACHER (FULL TIME, FIXED TERM
UNTIL 31 AUGUST 2022)**

Information for Candidates

October 2021

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

INTRODUCTION FROM THE PRINCIPAL



Dear Colleague,

I am delighted that you are interested in a position with The Skinners' Kent Academy Trust.

The Skinners' Kent Academy is a non-fee paying, co-educational, all-ability Secondary school. The Academy is funded by the DfE and sponsored by The Skinners' School, a grammar school for boys together with the Skinners' Company, one of the 'Great Twelve' livery companies of the City of London.

The Academy is founded on the principles of a commitment to ensuring high standards and high aspirations, of active participation, an emotionally rich learning environment and an inclusive culture where every child is known and every learner supported.

The main aim of the Academy is to provide the highest quality of education for students, in Year 7 to Year 11 and the Sixth Form. The Academy is committed to both raising and reflecting the aspirations within the local community and in doing so, providing high quality education and social and economic benefits for all.



The Academy moved into its state-of-the-art new building in April 2013 providing truly outstanding facilities, not only for the Academy's students and staff but also for the wider community. The Academy is consistently a popular choice of parents and continues to expand due to the demand for places. Having been oversubscribed in Year 7 since 2014, in September 2019, at the request of KCC, the Academy agreed to take an additional 60 students in Year 7 and agreed to do the same for September 2020. We are delighted that even more students are able to benefit from the exceptional learning environment and opportunities the Academy provides.

In September 2015 the Skinners' Kent Primary School opened and became part of the Trust, relocating to its new site at Knights Wood and is the newest member of The Skinners' family of Schools.

Our schools are supported by an experienced specialist Trust Central Team, providing high quality Finance, HR, Estates, Catering and IT support which ensures smooth running and cost effectiveness. Our Governors seek to ensure that all our young people receive a truly inspiring education and their support, challenge and expertise is greatly valued.

We aim to find and develop everything that is exceptional in each child and let it flourish within a framework of high expectations. We strive to motivate and inspire our students to achieve of their very best and to set course on the brightest of futures. If you have similar aspirations for young people and want to work within a dynamic learning environment where innovation and collaboration are valued, staff development and wellbeing an integral part of the way we work and where the highest standards of everyone in our school communities are expected at all times, then we would be very interested in receiving an application from you.

Miss Hannah Knowles
Principal
The Skinners' Kent Academy

THE SKINNERS' KENT ACADEMY TRUST



The Skinners' Kent Academy Trust is supported by its original sponsor The Skinners' School, a grammar school for boys in Tunbridge Wells, and The Skinners' Company, one of the original 'Great Twelve' London livery companies.

The Skinners' Company has a long experience of establishing, running and supporting excellent schools, notably in West Kent. The Company is now responsible for seven schools: Tonbridge School, The Judd School in Tonbridge, The Skinners' School, The Skinners' Kent Academy (SKA) and Skinners' Kent Primary School (SKPS) in Tunbridge Wells, Skinners' Academy in London and The Marsh Academy in Folkestone. Skinners' Kent Primary School, which opened in September 2015 is the newest school in the family. It is part of The Skinners' Kent Academy Multi Academy Trust, set up in 2015 to incorporate the primary school with the secondary academy. It opened initially on The Skinners' Kent Academy site, but moved to its own new building in the North Farm area of Tunbridge Wells in September 2016.

The Skinners' Kent Academy is an International Baccalaureate World School, currently offering the Middle Years IB programme (MYP) and the International Baccalaureate Career-related Programme (IBCP).

Skinners' Kent Primary School works alongside The Skinners' Kent Academy to provide an all-through IB ethos by delivering the International Baccalaureate Primary Years Programme (PYP). The Academy also provides support and specialist facilities to the Primary School. The IB is underpinned by a philosophy and determination to develop internationally minded people who recognise everyone's common humanity and are ready to share responsibility to create a better, more peaceful world. The IB Learner Profile is at the heart of our educational philosophy and encourages our pupils and students to be inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open minded, well balanced and reflective.

The Multi Academy Trust (MAT) is governed by a MAT Board, the majority of whose members are also members of the Skinners' Company. The MAT Board determines the vision and strategy for the Trust, and has responsibility for its financial security and probity as well as ensuring the organisation provides excellent value for money in delivering an outstanding education for its students and pupils. Four Committees support the work of the MAT Board, and these comprise a MAT Staffing and Pay and a MAT Finance and Resources Committee as well as a Local Governing Body for both SKA and SKPS.



OUR VISION AND VALUES



The Skinners' Kent Academy Trust is founded on the principles of a culture of high standards, high aspirations and active participation, an emotionally rich and inclusive learning environment where every child is known and every learner supported.

We take pride in our success and to achieve this we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline.

Our mission is clear – to develop a passion for learning and achieving. The Skinners' Kent Academy Trust seeks to create, develop and maintain an education that focuses on providing opportunities for success for all and celebrating the achievements of everyone in all aspects of life within the Trust. In particular we wish to

support young people to recognise the potential that they have, and then to fulfil the achievements of everyone in all aspects of life within the Trust. In particular we wish to support young people to recognise the potential that they have, and then to fulfil that potential through every stage of their learning journey.

Staff, students and parents work together to ensure that pride in our success means:

- pride in **our work**;
- pride in **our behaviour and attitude**;
- pride in **our attendance and punctuality**;
- pride in **our uniform and the way we look**;
- pride in a **commitment to learning and achievement**; and
- pride in **our contribution to our community**.



ROYAL TUNBRIDGE WELLS



Over 400 years ago a natural spring welled up from the ground and it was named 'The Tunbridge Wells' (the wells near Tonbridge).

Today our charming historic town, only 30 miles south east of London and a 45 minute train ride from the capital, is close to the unspoilt beauty of the surrounding High Weald Area of Outstanding Natural Beauty (AONB) and boasts the elegant charm of The Pantiles. For years Queen Anne visited, but when Queen Victoria made the town part of her regular holiday sojourns 'Royal' Tunbridge Wells, the town, came into being, hence the addition to the original name.



Royal Tunbridge Wells is highly accessible with excellent schools and a wide range of places to live and types of accommodation, both locally and a short distance away amidst the rolling hills, picturesque villages of Kent and East Sussex, ancient woods and open heaths. The area is well known for its world-famous gardens, fairy-tale moated castles and mellow country manors. The coast is also a short drive south. Tunbridge Wells is at the hub of a series of roads, the primary ones being the A26, which runs from Maidstone to Newhaven; the A264, which runs from Five Oaks to Pembury (via Crawley and East Grinstead); and the A267, which runs south from Tunbridge Wells to Hailsham. The A21 passes to the east of the town, following the route of its turnpike ancestor, from London to Hastings.

Many professional people move out of London into the area to enjoy the excellent living environment and quality of life whilst also having all the convenience of the major high street and local shops and selection of first-class restaurants, bars and cafes nearby.

JOB PROFILE



SEND

The Skinners' Kent Academy is an inclusive Academy, which prides itself on working with all students across the ability range. As part of a pilot study into the benefit of small group working and personalised provision, the Academy is seeking to appoint an enthusiastic and dedicated member of teaching staff, who is committed to enriching the lives and progress of students with SEND, specifically those with ASD and SEMH.

The role of the SEND Teacher, which is full time (fixed term contract in the initial instance), will involve teaching a small number of SEND students, with Teaching Assistant support in a bespoke learning environment. Initially, students will attend lessons with the SEND Teacher focusing on the core subjects of English, Maths and Science. Personalised timetables will be created for these students so that they can remain in some mainstream lessons and are integrated fully within the Academy with regards to Tutor time and extra-curricular. The aim of this work will be to build upon literacy and numeracy skills in those students, as well as the resilience and social skills that will enable them to successfully access a full mainstream education. The successful candidate would also be expected to contribute to the Annual Review and In-Year process of our students with EHCPs; this will involve providing written reports on progress and engagement, and where necessary attending scheduled reviews.

The successful candidate will be fully supported in the role, led by our Assistant Principal for Inclusion and SENDCO, our SEND Manager and the Inclusion team.

The Academy would welcome applications from teaching staff who have:

- Primary or secondary experience
- SEND experience
- Teaching with recognised strategies to support a range of complex learning and behaviour difficulties
- Commitment to inclusive education
- Are flexible in their teaching style and strategies

- Commitment to ensuring SEND students remain within mainstream education

SEND Teacher (fixed term until 31 August 2022)

Post/Job Title: SEND Teacher (fixed term until 31 August 2022)

Salary: MPS/UPS

Responsible to: Assistant Principal, SENDCO

Responsible for: Supporting the SEND/Inclusion team and SEND students

Working Pattern: Refer to School Teachers' Pay and Conditions Document

Key Relationships: Academy Leadership Team; Heads of Subjects; allocated students, teaching and Associate staff; parents/carers.

Location: Based at the Trust's central Office (Sandown Park): The Skinners' Kent Academy, Sandown Park, Tunbridge Wells, Kent, TN2 4PY

Job Purpose

- To raise standards at the Academy through the delivery of the Academy Improvement Plan.
- To work to the professional duties set out in the School Teachers' Pay and Conditions Document and meet all requirements as appropriate in the Teachers' Standards (attached as Appendices to this document).

Key Responsibilities

- To adapt Teaching and learning in order to enable students with a range of complex needs to access the curriculum
- To be able to use a range of recognised teaching and learning strategies to deliver Quality First Teaching and Learning.
- To share best practice and teaching strategies that work well for the students
- To work collaboratively with the TAs in the classroom to enable all students to access the curriculum

JOB PROFILE



Key Responsibilities

- Apply recommendations from the Local Inclusion Forum Team (LIFT) into teaching practice for identified student(s).
- Be secure in the 'graduated approach' of support.
- Keeping records to demonstrate progress and engagement.
- Reporting progress and engagement in advance of Annual and In-Year Reviews for EHCP students.
- Support information gathering when a request for statutory assessment for an EHCP is initiated.
- Attend LIFT meetings via Teams when appropriate.
- Attend Inclusion Team meetings when appropriate.
- To build positive relationships with parents and carers.
- To plan and take part in family learning activities

Additional duties

- To comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To develop constructive relationships and liaison between managers/teaching staff and support staff and lead by example.
- To develop positive relationships and communicate with other agencies/ professionals working within and outside the Academy community.
- To work flexibly to promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- To engage in relevant continuous professional development opportunities and performance management arrangements.
- To assist in the preparation and review of Academy Policy documents and ensure the Academy Improvement Plan, is continually monitored, and reviewed.
- To undertake other duties as may reasonably be assigned by the Academy Trust, recognising that the

duties of this post may vary from time to time without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION



Criteria	Essential
Education, training and qualifications	- Graduate or equivalent, Qualified Teacher status. - Evidence of relevant and challenging continuing professional development, specifically subject leadership and management training.
Knowledge and experience	- Proven record of sustained and successful subject delivery and ideally middle leadership and management within at least one secondary school. - Proven record of improving standards of teaching and learning within subject within at least one secondary school. - Evidence of good/outstanding classroom practice and clear demonstration of the ability to mentor/coach/model best practice to others. - Awareness of major developments in the curriculum and educational research, especially in regard to differentiation and special educational needs, and knowledge and understanding of models and theories of learning. - Awareness and understanding of current legislation relating to all vulnerable groups and a proven record of actively promoting equality and diversity. - Successful experience of developing targeted intervention strategies based upon student performance data to accelerate student progress and attainment. - Proven record of developing teachers within a subject discipline and fostering appropriate professional relationships which allow both support and challenge. - Evidence of implementing excellent behaviour management strategies leading to significant improvements to student attitudes to learning. - A strong understanding and commitment to the Academy vision. - Evidence of understanding complex child protection and safeguarding matters and the actions required to comply with national policy. - Good knowledge of relevant health and safety legislation as appropriate. - Evidence of translating policy into effective practice and keeping up to date with research in school improvement and national education policy. - Evidence of working effectively and establishing positive relationships with a range of internal and external stakeholders. - Knowledge and understanding of the principles of assessment and effective record keeping and their use to promote the education, personal development and progression of the students.
Essential skills and abilities	- Ability to contribute to colleagues' professional development. - Well developed planning, organisational and interpersonal skills. - Excellent written and verbal communication skills. - Analytical, flexible and innovative thinker.
Personal qualities	- Commitment to high educational, professional and personal standards. - Understanding of the importance of maintaining confidentiality. - A flexible approach to work, including a sense of humour. - Commitment to equal opportunities and valuing diversity.

APPLICATION AND CANDIDATE SELECTION PROCESS: OUR CANDIDATE CHARTER



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS



The Skinners' Kent Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Skinners' Kent Academy Trust application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



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 safety and welfare of children; and
- 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.

Interviews

At least one member of each 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.

Pre-employment checks

An enhanced DBS check is required for all successful applicants.

Prohibition and overseas checks will also be completed if necessary.

HOW TO APPLY

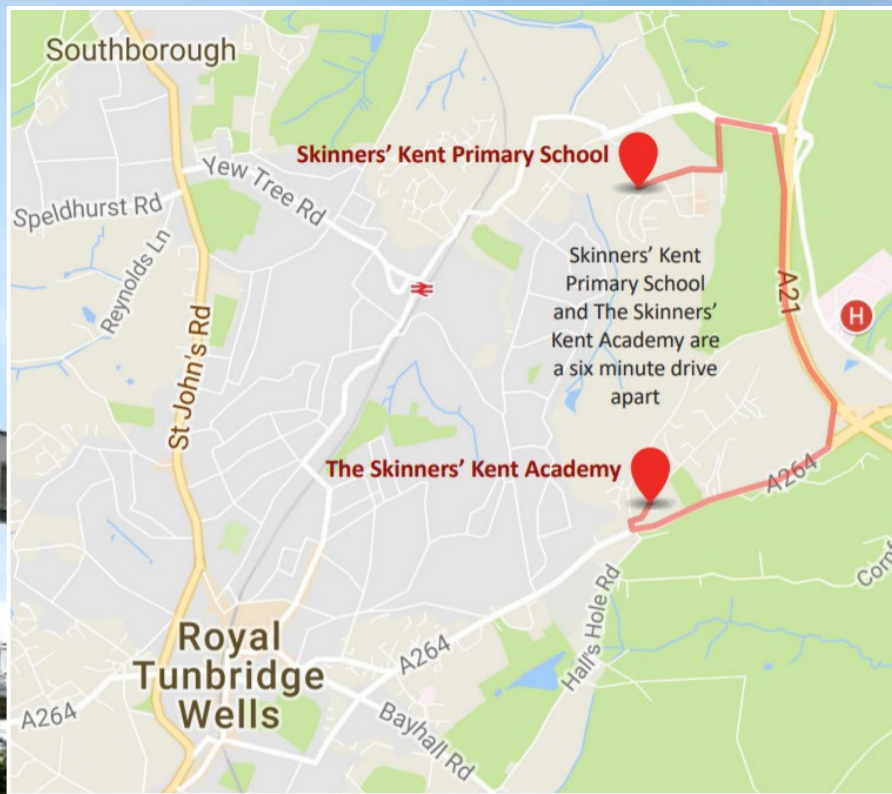


The closing date for applications is **Monday 1 November 2021 at 12 noon** with interviews commencing in the week beginning **Monday 8 November 2021**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our [TES page](#).
- The Skinners' Kent Academy Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact Lorraine Barden, HR Manager, on **01892 553031**.

We look forward to hearing from you



PRIDE IN OUR SUCCESS



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