



**Senior Assistant Headteacher
- Personal Development & Sixth Form
Meopham School
Information**



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Welcome

At Meopham School, we are at the start of an incredible journey to excellence.

My name is Ethan Roberts and I am very proud to be the new Headteacher at this fantastic school. I want to thank you for taking the time to read through this recruitment pack and learn more about the singular opportunity we have available.

In short, I want Meopham School to be a school like no other. In order to achieve that, I need a Senior Leadership Team that is like no other too. If you are an innovator - someone with energy, drive, passion - keen to embrace new ideas and challenge conventional thinking, then we want to hear from you. We need a Senior Assistant Headteacher with the tenacity and drive to be a catalyst of change within this school community. We need someone we can trust to be a pillar of support in the difficult times, and someone with the confidence to speak up and act as a critical friend when it's needed.

Our new Senior Assistant Headteacher will be at the core of our leadership team, meeting weekly with the Deputy Headteachers and I to drive the strategic direction of the school. You will have direct leadership of both Personal Development across the school, and our rapidly developing Sixth Form. These are two crucial areas that are fundamental to the school's success.

Exam results and future destinations are of course so important to a young person's development. However, the experiences that a student has at school outside and beyond the classroom are equally important. We want our young people to flourish into the confident, tenacious, excellent young adults we know they are capable of becoming. To do that, we need to broaden their cultural horizons and offer them an enrichment programme that develops all aspects of their character, not just their academic success. That is why we are committed to developing a Cultural Capital Pledge - a commitment to a minimum expectation of the cultural and enrichment experiences that each of our students will be offered. The role of the Senior Assistant Headteacher will be to lead on this innovative new approach, working with middle leaders and other staff to ensure our students leave Meopham School with amazing memories of their time with us.

Furthermore, our Sixth Form is at an ambitious point of development, with over 100 applications for Year 12 next year, and a range of new A-Level courses being introduced to offer the broad curriculum offer that young people in the local area deserve. Along with the Head of Sixth Form, our Senior Assistant Headteacher will lead on ensuring our Sixth Form becomes a beacon of academic excellence in the local area.

At Meopham School, we have four TRUE values that we expect everyone - students, staff, parents, carers - to live by everyday, as we know it is these values that are needed to form an excellent school community, and ultimately to develop a young person into an excellent young adult.

Tenacity - we do not give up when things get tough. We know that sometimes in life we face challenges and we recognise that these challenges are opportunities for growth. When life knocks us down, we pick ourselves up, we dust ourselves off and we try again. We believe in a bright future and that we create our own destinies. We don't expect things to be handed to us on a plate. It is our life and our responsibility to shape it in the way we want.

Basic rule: try your hardest.

Respect - we demonstrate respect in all we do. We are respectful and courteous to everyone we meet. This is a non-negotiable. We celebrate our differences and champion our diversity. We have the greatest respect for ourselves, for others and for our surroundings.

Basic rule: respect comes first.

Unity - as a school, we work for each other: we share in our successes; we support each other through challenges and we are all jointly responsible for the community we uphold. We are proud to be active members of our local village community, making a positive contribution to life in Meopham and beyond. We help each other to grow in confidence and support each other in shaping our own paths through life.

Basic rule: always be ready to listen and help.

Welcome

Excellence - we strive to be the very best in all our endeavours, whether that be academically, creatively, competitively or morally - we dream big and never put limits on ourselves or others. We are encouraged to think for ourselves and demonstrate independence. We develop excellence as a habit and recognise that talent isn't enough. True excellence is only achieved through practice and effort.

Basic rule: make the right choices.

We are located in the beautiful village of Meopham, taking students from the surrounding villages and also from Gravesend, which is close by via public transport. We are very proud to be able to offer these young people a dynamic and forward-thinking school that embraces modernity, whilst also providing the tranquility and natural beauty of a traditional village setting. We believe that all young people - regardless of background - should be able to benefit from an education in such a setting.

As part of Swale Academies Trust, we benefit from a collaborative network of nine secondary schools in Kent and East Sussex, and as such, there are a range of professional development and further career progression opportunities available. If you have ambitions to move towards Deputy Headship or even Headship, this position as Senior Assistant Head is an excellent opportunity to develop experience at "top table" level within a trust that is committed to developing its leaders. We would happily facilitate our Senior Assistant Head completing either the National Professional Qualification for Senior Leadership (NPQSL) or Headship (NPQH).

School leadership is not for the faint-hearted, but it is the most rewarding job you will ever do. If you are already a senior leader or just considering taking on the role, you have my greatest respect. You will be making the big decisions that directly affect thousands of children, hundreds of staff and an entire local community. In short, you will improve the lives of young people. It's hard work sometimes, but my goodness it really matters. We're a supportive, friendly, approachable team who all work together because we all believe in the same thing: that our job, as educators, is to make the world - and its future - a better place. If you believe in the same thing too, then I warmly welcome you to come and take a look at what our school has to offer. To arrange a visit, feel free to contact me directly at ethan.roberts@swale.at. We'd love to hear from you.

Applications can be made via TES or through the Kent Teach website.

All the best,



Ethan Roberts
Headteacher

Job Description

Job Title: Senior Assistant Headteacher - Personal Development & Sixth Form
Grade: Leadership Scale (L15-L18)
Responsible to: Headteacher/Deputy Headteacher

Main Purpose:

The Senior Assistant Headteacher will work in partnership with the Headteacher and other SLT members in defining, articulating and implementing the mission and values of the School through effective communication and engagement with all stakeholders.

The Senior Assistant Headteacher will also be expected to fulfil the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).

The specific nature and balance of responsibilities will vary according to the needs of the school but the main functions of the role are:

Main duties:

- Care deeply about the students at our school.
- Design, prepare, deliver and sustain the whole-school approach to students' personal development, ensuring a rigorous and ambitious programme exists to enrich all students' cultural capital.
- Monitor, analyse and improve the impact of the school's Personal Development programme, ensuring all students are maximally engaged.
- Design, prepare, deliver and sustain an ambitious Junior Leadership Team programme which provides all students the opportunity to be empowered into leadership positions.
- Design, prepare, deliver and sustain a school House system, which is embedded as a key element of school life, with a range of inter-House activities that engages all students.
- Design, prepare, deliver and sustain a school rewards programme, which intrinsically motivates students.
- Oversee the school's engagement with the local community through line management of the Unity Lead.
- Support the Headteacher in the school's marketing campaign, ensuring this reflects the school's TRUE values.
- Oversee the school's KS2-3 transition strategy and its relationship with feeder primaries.
- Design and oversee a careers programme that exceeds the Gatsby Benchmarks and the Baker Clause, ensuring all students go on to aspirational Post-16 and Post-18 destinations.
- Ensure all students in Year 10 and Sixth Form benefit from meaningful work experience placements.
- Ensure the school's curriculum meets all statutory PSHE and RSHE requirements.
- Oversee the strategic development of the Sixth Form in all areas, including pastoral, attendance, curriculum, teaching and learning, raising standards, post-18 destinations and cultural capital.
- Have shared accountability for student outcomes, especially at Key Stage Five.
- Any other reasonable duties, as directed by the Headteacher.

All members of the Senior Leadership Team are expected to:

Strategy

- Support the Headteacher in the design, preparation, implementation and sustaining of the School Improvement Plan, contributing to the future strategic direction of the school.
- Support the Headteacher in the school's self-evaluation and quality assurance procedures, including the analysis of performance data, and producing the School Improvement Plan.
- Have shared responsibility for outcomes across the school, including ensuring that relevant evidence is available and held in the required format.
- Drive the school's vision, mission and TRUE values.

Job Description

Behaviour and Attitudes

- Implement the school's behaviour policy to maintain a positive environment for learning within the school.
- Contribute to the provision of a safe and secure learning environment.
- Support the school with the duties expected of a Senior Leader.

Teaching and Learning

- Monitor, evaluate and lead in the further development of Teaching and Learning across the school.
- Oversee quality assurance processes for the areas of the school under your line management.

Raising Standards

- Show a commitment to enabling all students to maximise their achievements.
- Share joint responsibility for student outcomes and driving the school's Raising Standards strategy.

Community

- Liaise regularly with parents and carers on school-related matters.
- Promote the TRUE values and achievements of the school to the community.
- Support the school's endeavours to meet the needs of its community.
- To actively participate in school / community events.
- Take school assemblies when required.

Staffing, Resources and Leadership

- Line manage relevant curriculum departments and other areas of school life.
- Demonstrate leadership by example.
- Set high standards, acting as role models for colleagues.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Lead, drive, motivate, support, challenge and develop middle leaders to secure improvement across the school.
- Demonstrate strategic vision and planning, using performance data analysis to inform staff deployment and to set targets.
- Oversee the effective planning and management of resources to promote efficiency and drive school improvement.
- Manage staff in a way that promotes their skills, confidence and expertise.
- Participate in the school's Performance Management process.
- To participate in recruitment and selection as agreed by the Headteacher.
- Work with the Local Governing Body and Trust as appropriate.

Safeguarding

- Take responsibility for promoting and safeguarding the welfare of students and staff in accordance with the current statutory guidance and legislation.
- Ensure all safeguarding procedures within the school are effective.
- Promote expected standards of behaviour which support learning and positive pupil outcomes.
- Create and maintain an effective partnership with parents/carers to improve children's achievement and their personal and social development.
- Take responsibility for handling specific issues relating to student and staff welfare.
- Take responsibility for handling individual student and staff disciplinary cases.

Job Description

Working Time

The following is extracted from the School Teachers' Pay and Conditions Document.

- A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days which they may be required to teach pupils in addition to carrying out other duties; and those 195 days will be specified by the head teacher
- Such a teacher shall be available to perform duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which they are required to be available for work.
- Such a teacher shall work such additional hours as may be needed to enable them to discharge effectively their professional duties, including, in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the time outside the 1265 specified hours at which duties shall be performed shall not be defined by the governors but shall depend upon the work needed to discharge the teacher's duties.

A summary of the directed time for teachers as allocated by the Headteacher is detailed in the staff handbook.

The Working Time Regulations 1998

All teachers are subject to the EU Working Time Regulations which are described in paragraph 114 of DfEE Circular No. 12/99.

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 or willingness to work towards this.	E
A Degree	E
Experience	
Teaching of specialist subject across all three key stages.	E
Skills and Abilities	
Ability to communicate positively with children.	E
Ability to work supportively and collaboratively within a team.	E
Ability to reflect upon and improve your teaching practice.	E
Knowledge	
Knowledge of the National Curriculum.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
A good understanding of the importance of literacy and numeracy across the curriculum.	E
A good understanding of how to assess pupil progress.	E
A good understanding of how to plan and assess work for vulnerable groups, such as SEN pupils, pupil premium pupils and gifted and talented pupils.	D
Personal Qualities	
Enthusiasm for your specialist subject.	E
Ability to manage own workload.	E
A commitment to own continuing professional development.	E



Working at Meopham School

Benefits

- Teachers Pension Scheme – with a generous employer contribution
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme
- On-site Parking

Finding Us

Meopham School

Wrotham Rd, Meopham, Gravesend DA13 0AH

01474 814646

mss-reception@swale.at

Closest Train Station: Meopham Station

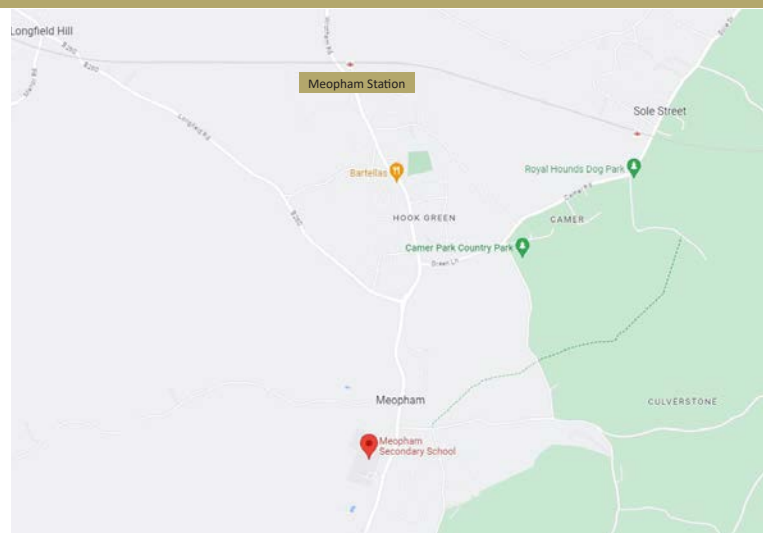
Approx. 35 minute walk or 9 minute Bus

Closest Bus stop:

Secondary School -

223*, 305*, 306*, 308*, 311, 418R*, 418W*, 695*, VIGO1*

*go to/from Meopham Station





Meopham School Overview

About Meopham School

Meopham School is a warm and fully-inclusive community set in the beautiful rural setting of the historic village of Meopham. At Meopham School, we strive to ensure all young people are nurtured to become aspirational and resilient in all areas of life. Students are encouraged to become respectful, tenacious, excellent young adults who go on to successful futures.

Our £14 million main school building opened in Spring 2018, and our new £9 million building opened in Spring 2024, offering eight new English classrooms, a Photography lab, a DT and Art suite and a fully equipped Performing Arts studio.

Our Vision

At Meopham School, we work in unity to create an exciting future for every individual, by instilling a culture of tenacity and excellence that both respects and truly improves the lives of all those within our school community.

Our Mission

Our mission at Meopham School is to provide our students with an excellent education through a fully inclusive and appropriately challenging curriculum that provides students with the creativity to meet the demands of an ever-changing world. We will create life-long learners by inspiring our students through outstanding lessons delivered by highly trained and qualified teachers. Through both a traditional academic curriculum at KS3 and KS4 and an ever-growing and highly-ambitious Sixth Form, students will make excellent progress and be encouraged to strive towards top-third universities, highly-sought degree apprenticeships or high-level employment.

Academic excellence is important, but we are also committed to instilling excellence in all aspects of our students' development. Our Culture and Ethos Strategy will establish a safe and stimulating learning environment, and develop tenacious young people who can overcome any barriers to learning and have a strong sense of moral purpose. Our students will go on to make a positive difference locally, nationally and globally.

Our Cultural Capital Pledge will develop our students into well-rounded, confident, excellent young adults who have the greatest respect for themselves and others and can thrive in all contexts. We are committed to promoting unity with our partners in the local area through an extensive Community Engagement Programme, which enriches our students' educational experience and establishes the school as a leading institution within Meopham, Gravesham and beyond.

We will empower our staff through an aspirational professional development programme, which provides meaningful and ambitious career routes for all staff. Meopham School will become a beacon of teaching excellence through its cutting-edge, forward-thinking pedagogy.



Meopham School Overview

Meopham School's TRUE Values

Meopham School

Tenacity, Respect, Unity, Excellence

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Unity - as a school, we work for each other: we share in our successes; we support each other through challenges and we are all jointly responsible for the community we uphold. We are proud to be active members of our local village community, making a positive contribution to life in Meopham and beyond. We help each other to grow in confidence and support each other in shaping our own paths through life.

Excellence - we strive to be the very best in all our endeavours, whether that be academically, creatively, competitively or morally - we dream big and never put limits on ourselves or others. We are encouraged to think for ourselves and demonstrate independence. We develop excellence as a habit and recognise that talent isn't enough. True excellence is only achieved through practice and effort.



Meopham School Overview

Teaching and Learning - FIRE Strategies

Meopham School is particularly proud of its highly consistent approach to teaching and learning, which reflects our view that effective lessons will have FIRE at their heart:

Feedback: include appropriate and effective assessment and feedback opportunities;

Inclusivity: be fully inclusive and enable progress for all students;

Retrieval: allow opportunities for retrieval of key identified knowledge and skills;

Engagement: stimulate and encourage student curiosity, engagement and a love of learning.

“Leaders have high aspirations for pupils and make sure that all experience effective teaching overall.” (Ofsted April 2023)

Curriculum

Our curriculum is broad and balanced, and students benefit from a wide suite of subjects designed to meet the needs of tomorrow’s world. Essential skills of literacy, oracy and numeracy are woven through lessons across the curriculum.

“Across subjects, staff have strong subject knowledge and give clear explanations of lesson content. This was especially evident in teaching in the Sixth Form.” (Ofsted April 2023)

Inclusivity

At Meopham School we value children of all abilities, and offer a fully inclusive environment. We are especially proud of The Windmill, a specialist provision on-site for students with ASC.

We understand that every child is unique, and so we tailor our teaching and curriculum to help all students reach their full potential. Our aim is to ensure each pupil makes the greatest possible progress from their own individual starting point.

“Leaders identify well the needs of pupils with special educational needs and/or disabilities (SEND). These pupils are well supported through the adaptations that teachers make for them in lessons.” (Ofsted April 2023)



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 applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to diane.mills@swale.at or by 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. Meopham School may complete online checks of any candidates as part of the shortlisting process.

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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.

Overview of Swale Academies Trust

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. 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.

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.

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

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale ACADEMIES TRUST

