



THE ABBEY SCHOOL

A Business and Enterprise **Academy**

Information for Candidates

**Educational Professional
Alternative Curriculum**

Required September 2018

Closing Date: Midday 21 May 2018



Business &
Enterprise



"Be the best you can be"

THE ABBEY SCHOOL

A Business and Enterprise Academy



Headteacher: Mrs Catrin Woodend
Intake: 11-19 Community High School
Number on roll: 1090

Contents

The following documents are enclosed to assist you with your application for the post:-

- A letter from the Headteacher
- General Information
- Post 16 Information
- Department Information
- The Job Description
- A summary of the latest OfSTED report
- Details of the application process
- An application form
- School Prospectus

Applications should be sent to :

Mrs V Bolton
HR Manager
The Abbey School
London Road
Faversham
Kent
ME13 8RZ

Telephone: 01795 542469 / 532633

E-mail: vbolton@abbeyschoolfaversham.co.uk



14 May 2018

Dear Applicant

Educational Professional – Alternative Curriculum

Thank you for your enquiry regarding the post within the Alternative Curriculum Provision. To assist you in your application, I am pleased to enclose an information pack.

We are seeking to appoint an enthusiastic, resourceful and committed individual to support improving student achievement within this department.

Applications are welcome from a well-organised creative individual who is committed to inclusion. The successful candidate will manage a small facility that will offer personalised education programmes (mostly part time) to some of our most vulnerable students.

Experience, of working with vulnerable students is an advantage, but most valued is the enthusiasm to support and motivate young people and the ability to lead as a positive role model.

I hope after reading this information you would like to add your experience, talent, energy and skills to the excellent team that now exists and invite you to apply as follows:

1. Complete the Application Form.
2. Write a letter of application (maximum two sides of A4) which includes the following:
 - The experience you believe you can bring to successfully undertake the role.
 - The talents, skills and qualities you possess which you will bring to the Abbey School.
 - How you would work towards improving student achievement within the Alternative Curriculum Department.

The school has received two Good OFSTED judgements in 2013 and 2017 and is working hard to improve this still further, it is an exciting time for the school and I believe this position presents an excellent opportunity for an ambitious teacher.

Please note the deadline for receiving applications is 21 May 2018. Applications can also be emailed to Vanessa Bolton, the HR Manager, whose email address is vbolton@abbeychoolfaversham.co.uk. You will be contacted if you have been successfully shortlisted for interview.

I look forward to hearing from you.

Yours sincerely

Mrs C Woodend
Headteacher

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About us

The Abbey School is a co-educational 11-19 academy 1,090 students (180 in the sixth form) situated in the small historic town of Faversham. We became a standalone academy in August 2011. We are unique in that we have an Autism Centre which offers outstanding provision for 32 autistic students who are fully integrated into mainstream lessons and all aspects of school life. We are a highly inclusive non-selective school with rising rolls drawing from 32 feeder primary schools. We employ over 200 staff and are the second largest employer in the town. Staff turnover is low and staff morale is very high. The school's recruitment and retention of staff is excellent, we offer outstanding Continued Professional Development. All departments are staffed with highly qualified, committed professionals with a degree in their field of expertise.

We are a "Good" school in all areas and aspire to be outstanding. We hold International Baccalaureate World Status since 2017. We have also been re-accredited with the Gold International School Award for 2017 - 2020.

We are proud of our four OfSTED judgements (details of which can be found by following the links):

2009 Good with Outstanding features

2011 Outstanding thematic inspection PSHE

2013 Good in all areas <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/137154>

2017 Good in all areas <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/137154>

Teaching School

We work in close collaboration with many schools we are passionate about ensuring that students and staff have an opportunity to develop and grow. We work alongside Fulston Manor School in Sittingbourne to share good teaching and learning practice and run CPD training sessions. We work closely with Queen Elizabeth Grammar School and offer joint Sixth Form provision.

International Dimension

We hold World International Baccalaureate status and offer the International Baccalaureate Careers Programme as part of our Key Stage 5 curriculum offer. We are a Gold International School and an Erasmus Centre, staff have the opportunity to study courses in a number of European countries. We offer opportunities for students to visit our partner schools in Europe and Tahiti.

Staff Development Opportunities

As an accredited "Investors in People" and "Investors in Careers" school, we are passionate about staff development and believe that every employee should have an individual development plan. Plans are tailored to help and support staff in new positions, existing posts and those preparing for promotion. A whole range of developmental training is available which supports staff to develop their skills and professionalism. This includes:

- A well established, tailored induction programme
- Appraisal development programme
- CPD afternoon programme every Thursday 2.30- 5pm
- Training days
- Evening CPD follows a Reflective Practice Programme
- Mentoring and Coaching programme
- Outstanding Teaching Programme (OTP)
- Middle Leadership training
- PIXL school since 2010

On interview you will receive a copy of our CPD prospectus.

Resources

The school has received significant funding in recent years to improve infrastructure and provide excellent facilities for our students and staff - buildings are spacious and well designed. The school campus is situated in a rural setting and we are fortunate to have spacious grounds and playing fields.

We have a purpose built Vocational Centre (2006) a Community Sports and Fitness Centre (2006) and a 3rd Generation all weather artificial pitch (2012). Staff also have access to a day nursery on site, a number of staff utilise this facility. We have recently been awarded £2.8 million for a new building to house Digital Technology, STEM and the EBacc.



Our Mission Statement

Our aim is to be a school where all students reach their full academic and vocational potential, are lifelong learners and develop into considerate, caring young adults who are in a position to pursue their aspirations and dreams as responsible members of an international community.

Our Motto:

“Be the best you can be”

Our Values and Ethos

At The Abbey School, **RESPECT** is the cornerstone of everything we do.

Responsibility

We expect everyone to take responsibility for their learning and develop ‘thinking skills’ to become lifelong learners

Equality

We embrace equal opportunities for all and show respect and tolerance to others

Success

We aspire to achieve our full potential in everything we do

Partnerships

We provide the opportunities for local, national and international partnerships and this enriches our experiences

Empowerment

We empower all to develop a ‘can do’ attitude and have confidence in their ability

Care

We care about each other and for our environment

Teamwork

We work together to be the best we can be

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Sixth Form Information

The Abbey sixth form is a vibrant and fast growing environment, with over 200 students expected in 2017-18 and an aspiration to be the largest sixth form in Faversham by 2021. The sixth form is growing strongly on the back of increased expectations and there has been rapid improvement in outcomes so that the average student leaves now with the equivalent of three C grades to their name. Leadership of the Sixth form is very strong.

The 6th Form is going through substantial curriculum changes at the moment, as we have achieved our ambition in gaining International Baccalaureate's World School Status as a result of delivering the exciting International Baccalaureate Careers-related Programme (IBCP).

The sixth form has several distinct curriculum areas that offer members of staff a wide variety of avenues to develop and enhance skills for post-16 provision which include:

- The IBCP which incorporates two Vocational qualifications alongside two of the nine IB Diploma offerings in English Language and Literature, Film, Global Politics, History, IT in a Global Society, Maths Studies, Psychology, Social and Cultural Anthropology, Theatre or Worlds of Religion
- Academic qualifications in a range of A-level subjects including Art & Design, Biology, Business, English Literature, French, Geography, History and Maths
- Vocational qualifications including Business, Criminology, Digital Media Production, Financial Studies, Health & Social Care, ICT, Performing Arts, Production Arts and Sport
- The sixth form also offers English and Mathematics GCSE re-takes for students needing these qualifications as part of their wider 16-19 Study Programme.

The sixth form is made up of a roughly 75:25 split of internal:external students. For the past seven years, the majority of external students have come to the 6th Form to join the school's exceptionally successful football Academy, which is linked with Dover Athletic. The strength of the academic offering that goes with the football means this is the leading Academy in the county for students who are determined to pursue dual dreams of becoming a professional footballer whilst obtaining three Level 3 qualifications. Equally, the school is also seeing a rise in applications from non-Academy students, who are seeing the growing numbers, excellent results and positive destinations as a clear reason to move to The Abbey sixth form.

The sixth form is particularly proud of the work it undertakes to support students in applying to Higher Education, further education or higher apprenticeships when they leave at the end of their two years. The last three years has seen well over 50% of Year 13 students going on to higher education, and as the quality of results continues to rise, so do the number of applications to more prestigious universities.

Students have a wide range of opportunities to develop their non-academic strengths with a thriving leadership group in Year 13 led by a Head Boy and Head Girl who are appointed after a rigorous application process. In addition, the students work hard towards their prom and a range of different charity events across the school.

We also offer students a PSHE programme that is based around the Mindset work of Martin Griffin and Steven Oakes and will also take resources from Pixl's Edge programme from 2017-18.

The school's OFSTED report in 2013 and 2017 highlighted the sixth form as having 'Good leadership and teaching result in good achievement'. The increase in results, students progressing to suitable, robust destinations and taking a broader, more academic curriculum, means the sixth form is thriving and pushing towards an outstanding rating.





JOB DESCRIPTION

The ethos of the school is one of shared responsibility, to which teachers are expected to make a significant contribution. The expectation is that staff will present themselves professionally, be positive and contribute constructively to the life and work of the school.

Principal Responsibilities:	A	Strategic Direction and Evaluation of the Curriculum Area
	B	Teaching and Learning
	C	Leading and Managing Staff
	D	Managing Resources

Specific Duties:	A1	Establish a clear vision, development plan and curriculum self-evaluation for Alternative Curriculum to develop and include students of all ages and abilities.
	A2	Liaise with Key Stage Assistant Headteachers to provide appropriate objectives and strategies for students needing access to the Alternative Curriculum
	A3	Oversee and monitor the development of schemes of work, teaching and assessment strategies
	A4	Liaise with the AEN Department, Behaviour and Attendance and other agencies to ensure that all support is coordinated and cumulative to the benefit of students
	A5	Be a member of the Behaviour Management Leadership Group
	B1	Monitor and evaluate the quality of teaching and learning in the Alternative Curriculum in line with the school's policy, identifying clear targets for improvement and support to be given
	B2	Set up and manage individual learning programmes for students
	B3	Teach students allocated to the Alternative Curriculum and model good practice in teaching and learning
	B4	Liaise with HOLs, SLs and subject teachers to ensure students withdrawn from lessons are given appropriate work and that this assessed in line with department procedures
	B5	Liaise with the KS Assistant Headteachers and Examinations Secretary in the organisation and requirements of internal and external examinations
	C1	Lead and support the professional development of support staff allocated to the Alternative Curriculum, including the induction of new staff, fulfilling the requirements of the Appraisal Policy
	C2	Lead and support staff to ensure Alternative Curriculum policies, including teaching and learning, marking, assessment, recording and reporting, examination procedures and behaviour management, are followed
	C3	Lead Alternative Curriculum meetings, ensuring that the correct emphasis is given for improvement of teaching and learning
	C4	Ensure that cover is arranged for absent colleagues
	D1	Allocate roles and responsibilities and communicate these effectively to staff
	D2	Establish, maintain and develop appropriate resources for effective teaching and learning within the Alternative Curriculum
	D3	Ensure the Alternative Curriculum budget is monitored and used effectively for the benefit of teaching and learning
	D4	Have responsibility for Health and Safety within the Alternative Curriculum
	D5	Ensure the good order and security of Alternative Curriculum teaching rooms, equipment and stock
	D6	Ensure that there are effective displays, including up to date students' work, in the classrooms and corridors

Line Manager to: All those within the Department whether permanent or temporary.

In addition to the above you will be expected to comply with all of those terms connected with the job of your status as referred to in the School Teachers Pay and Conditions of Service Document (latest published version) published by the Department of Education and Employment.

This job description may be subject to change at any time in consultation with the post holder, and will be reviewed at least annually.

The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Services check is required for all posts within the school.

OfSTED 2017

Following our recent Ofsted inspection I am delighted to share with you their findings. We received a one-day Section 8 inspection on 21 February 2017 when two Ofsted inspectors concluded that 'This school continues to be good'.

They praised the strong leadership of the school and stated that we continue 'to provide the best possible education for each pupil.

"You are well supported by the staff and a dedicated and strong governing body in your drive to achieve this."

They witnessed the *"high levels of aspiration among the pupils and students in a strongly supportive environment."*

They also observed that *"this creates an atmosphere where pupils and students develop as individuals and are well-prepared for life as responsible members of the community."*

We were pleased that, amongst many things, they acknowledged:

- "an obvious sense of trust and mutual respect between pupils and adults."
- "a strong culture of safeguarding that runs throughout the school supported by an effective safe guarding system that makes sure all pupils are secure."
- "existing teachers benefit from high-quality training and you have appointed strong teachers to the school"
- "strong leadership of the Sixth Form."
- "Pupils say that they feel very safe in school and this is overwhelmingly supported by the views of parents."

In the last inspection in 2013, inspectors noted several strengths, including: 'strong leadership, quality of teaching, improving exam results, a vibrant sixth form, good behaviour, and excellent level of care and safety'. It is pleasing that they agreed that this is still the case at The Abbey School.

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Application Procedure

Date 14 May 2018	Advertised on TES and School websites
Date 14 May 2018	Information available for candidates from the school
Date Midday 21 May 2018	Closing date for applications
Date W/C 21 May 2018	Interviews at the Abbey School

A Letter of application and the completed Application Form should be sent to :

Mrs V Bolton
HR Manager
The Abbey School
London Road
Faversham
Kent
ME13 8RZ

Telephone: 01795 542469 / 532633

E-mail: vbolton@abbeychoolfaversham.co.uk

Safeguarding Children and Safer Recruitment in Education

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

The successful applicant will be expected to undertake an enhanced Disclosure and Barring Check.