

# Information for Prospective Candidates

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Gildredge  
House

An Ofsted  
**GOOD**  
School



**MARCH 21 2023**

**Gildredge House**

**Position: Full-time Teacher of Community (Careers, PSHEE, RSE)  
& Head of Year 11 (available for the right candidate)**

**Deadline: Friday 21<sup>st</sup> April 2023**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Teacher of Community (Careers, PSHEE and RSE)** Please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) for further information.

**CLOSING DATE:** Friday 21<sup>st</sup> April 2023

**START DATE:** 01 September 2023

**INTERVIEWS:** Week beginning Monday 8<sup>th</sup> May 2023

**HOURS OF WORK:** Full time

**Salary range:** Gildredge House Main Pay Range points M1-UPR3, (2022- 2023). Additional Leadership Allowance available for leading Year 11, for the right candidate. Permanent contract

- Are you committed to supporting student's Personal Development?
- Do you possess high emotional intelligence that builds lasting professional relationships?
- Are you a team player ready to tackle the educational challenges of the future?

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

We are looking to appoint an exceptional candidate to the position of Teacher of Community for our Free School. There is an opportunity for the right candidate to gain a Leadership Allowance for the additional role of Head of Year 11, which can be discussed at interview. QTS is required and ECTs are welcome to apply.

As Teacher of Community in the Secondary School Phase, you will join a fantastic team of inspirational teachers, where you will ensure that our students enjoy and achieve highly in their learning. Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

Across the school, you will find a staff body who are dedicated to providing engaging, stimulating lessons to students of all abilities, and classrooms where rapport and relationships are given the highest priority. We plan with creativity and teach with enthusiasm, ensuring that every student reaches their full potential. We aim to help students develop resilience and confidence in the face of a challenging curriculum, not only to prepare them for demanding examinations but also to foster a lifelong love of learning.

## **Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking
- Membership of the TPS (teachers) or LGPS (support staff) pension schemes

**Our school motto: 'Aspire'**

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each student reaches their full potential.

**Teacher of Community (Careers, PSHEE and RSE): Person specification**

Gildredge House are seeking to appoint a PSHE teacher and warmly welcome applications from teachers who are passionate about preparing young people so that they can play a full and active role in society and have the resilience and character to make the right choices to enjoy the fulfilling life they deserve. You will need to share this passion with students to excite and inspire them, whilst supporting students to negotiate the challenges and opportunities of an increasingly complex world; understanding the wonderful opportunities available, but also how to manage the challenges and mitigate risk.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Honours degree in an appropriate subject area from a recognised university</li> <li>• Qualified Teacher Status.</li> <li>• Strong subject knowledge in PSHE.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications in PSHEE/RSE</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• This is an exciting opportunity for an ECT or experienced teacher.</li> <li>• Good knowledge of current legislation and guidance.</li> <li>• Be able to monitor and gain regular student feedback on PSHEE/RSE curriculum and teaching.</li> <li>• Recent, relevant teaching experience.</li> <li>• Experience of mixed ability Teaching</li> <li>• Awareness of Equal Opportunities, Health &amp; Safety, SEN and Safeguarding policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching a second subject</li> <li>• Knowledge of Careers requirements and Gatsby Benchmarks.</li> <li>• Experience in supporting Careers Advisor</li> </ul>

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work with all staff, to improve awareness of RSE issues.</li> <li>• Strong communication skills.</li> <li>• To promote the school's aims positively and use effective strategies to teach, assess, and monitor/evaluate their professional practice</li> <li>• To develop appropriate and effective teacher-student relationships</li> <li>• To establish and develop working relationships with teachers, parents, governors and the community</li> <li>• To communicate effectively to a variety of stakeholders</li> <li>• To create and maintain a stimulating learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• High level ICT in education skills</li> <li>• Experience in supporting the Post16 application Process.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexibility and adaptability in terms of new ideas and approaches</li> <li>• Enthusiasm for their subject area</li> <li>• A Team player</li> <li>• Flexible</li> <li>• Reflective practitioner</li> <li>• Passionate about teaching and helping young people develop</li> <li>• Willingness to organise and contribute to extra-curricular activities</li> <li>• Strong commitment to the values and ethos of Gildredge House</li> </ul>	

## Teacher of Careers and Community (Careers, PSHEE and RSE): Job description

### Duties & Responsibilities:

- To develop an outstanding PSHE curriculum that is in line with statutory requirements including RSE
- To develop and produce high-quality teaching resources for use by a variety of teachers
- To ensure the delivery of high-quality teaching across the age ranges, specifically KS3/KS4
- To create and continually review/update schemes of work for students, including reviewing resources developed by other organisations against our own to ensure the quality of our provision
- To create appropriate lesson materials and share these with all relevant staff
- To undertake staff training opportunities as required to ensure continual professional development, including additional PSHE education training
- To liaise regularly with other key stakeholders including but not limited to the school Mental Health Lead and Pastoral Team
- To hold PSHE meetings with relevant personnel
- To organise and lead PSHE events in which students are taken off-timetable for workshops and external presentations
- To communicate with parents about upcoming PSHE content
- To work with all staff to improve staff awareness of RSE issues
- To collect regular student feedback on PSHE curriculum and teaching
- To be responsible for monitoring PSHE attainment
- To work in collaboration with our Careers and Enterprise Co-ordinator to support students and the school in meeting all 8 of the Gatsby Benchmarks

### Teaching & Learning:

- To undertake an allocated programme of teaching and contribute to the development of schemes of work
- To present, organise and deliver high quality lessons using a variety of methods/resources, which will stimulate learning appropriate to student needs and the demands of programme of study
- To assess, record and report on the progress, development, attainment and attendance of students and to keep such records as are required
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students

### Assessment and Reporting:

- To undertake assessment of students as required by the school and relevant examination boards, if appropriate
- To adhere to published deadlines relating to assessment and reporting
- To provide, or contribute to, oral and written assessments of individuals and groups of students
- To communicate with parents through established school structure and procedures

### Support and Guidance:

- As a Form Tutor, provide advice and guidance to an assigned group of students on educational and social matters, acting as the first point of contact for colleagues and parents
- To monitor the academic progress of members of the tutor group and provide support where needed
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved



- To encourage members of the tutor group to participate fully in the life of the school, in order to gain maximum benefit for membership of the school community

#### **Other Duties:**

- The duties and responsibilities in this job description are not exhaustive
- The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post
- All staff are expected to model professional behaviour to students to support student development and behaviour, in line with our code of conduct

#### **Safeguarding & Child Protection:**

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols

#### **Data Protection:**

- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation, GDPR Regulations and the School's data management protocols

If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

**We look forward to hearing from you.**

Please complete the Application for Employment and Equalities Monitoring Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **Friday 21<sup>st</sup> April 2023 at 9.00am**

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>