

**SEAHAM HIGH SCHOOL**



# Application Information Pack



## Seaham High School

### School Information

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of over 1149 students. Numbers are increasing rapidly and above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1<sup>st</sup> 2020.

This is an improving school which was recognised when the school was inspected in May 2017. They judged the school to be good. Ofsted made the following comments:

- “A school that continues to improve outcomes for all pupils over time”
- “Published GCSE examination results from last year show that pupils’ progress was strong overall”
- “Parents, staff and pupils are all overwhelmingly positive about the school”
- “Pupils are smart, confident and polite young people who are interested in their school, their progress and their future when they leave school”.
- “Governors know the school and its needs well”

The school achieved pleasing examination results in 2020 with 73% of students obtaining Grades 4+ in English and 70% Maths. 30% of students achieved the English Baccalaureate qualification. These are encouraging figures being up significantly on last year and in line with National benchmarks. Our main priority is to further develop student progress against their targets.

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low. For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly

changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21<sup>st</sup> Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.

Like all schools, responding to the challenges of Covid-19 has been of paramount importance at the start of this new academic year. To minimise staff movement and the potential impact of any confirmed cases, Years 7-9 are being taught in mixed-ability tutor groups in designated year group corridor 'bubbles', with only Y10 and Y11 students moving around defined areas of the building for their GCSE subjects. Both staff and student voice has been overwhelmingly positive with regard to the measures that have been put in place, and the current risk assessment and Covid measures are being continually reviewed to ensure that disruption to learning is minimised. However, the health and safety of both staff and students is and must be our overriding priority.

# Seaham High School

## Safer Recruitment

### Seaham High School's commitment to Safer Recruitment

#### Only the best will do for our children

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised that:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers
- All references will be applied for, in writing
- Seaham High School reserves the right to contact your present employer and any previous employer
- Employers will be asked about disciplinary offences, including those which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice
- If successful in the selection process, you should be aware that you will be required to undergo a check carried out by DBS to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/ driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the process
- A probationary period of six months is standard practice for all new appointments to Local Government

# Seaham High School

## Job Advert

### Learning Resource Co-ordinator

**Grade 3 – SCP 4 - 6**

**Salary - £18,933 - £19,698 Pro Rata**

**37 hours per week - Term time only**

**Required for 1<sup>st</sup> September 2021**

We are looking for a passionate individual who believes that reading and literacy should be at the heart of every school. An enthusiastic Learning Resource Co-ordinator who will be responsible for the day to day running of the Learning Resource Centre including administration tasks as required, maintenance and development of resources for learning, liaison with school staff to support Teaching and Learning, support pupils' learning in the Learning Resource Centre and work with outside agencies.

**All applicants must have English and Mathematics GCSE A\*-C/9-4 or equivalent and excellent ICT skills. A formal librarian qualification is desirable.**

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

#### **Deadline:**

The closing date for application is **noon on Friday 25<sup>th</sup> June 2021**

#### **How to apply:**

Please contact the school on [office@seahamhighschool.com](mailto:office@seahamhighschool.com) for further details/application packs. Completed applications should be returned to Mrs McNally-Holmes via [office@seahamhighschool.com](mailto:office@seahamhighschool.com)

Please note that we are unable to accept CVs only completed school application forms. Any information provided on CVs will not be considered for short listing purposes. Please note only successful applicants will be contacted.

# Seaham High School

## Job Description

**Post Title:** Library Resource Co-ordinator

**Reporting to:** Head of English

**Grade:** Grade 3 SCP 4-6

**Salary:** £18,933 - £19,698 Pro Rata

### **Core Purpose:**

To assist in the education of students with learning and behavioural difficulties by providing support on an individual, small group or class basis to improve student behaviour, social and learning skills.

### **Responsibilities for all support staff:**

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect.

### **Specific responsibilities of this role:**

- Organise and oversee the library service within the school, ensuring the correct processes and procedures are followed
- Lead learning where appropriate with students and work with teachers to meet educational aims and objectives through literacy and research
- Supervise groups of students in the use of the library including brunch and lunch times
- Select, purchase and maintain stock and equipment for the library that meet the needs of staff and students at a variety of cultural, ability and age levels
- Manage technology within the library including PCs, photocopiers, cataloguing and developing systems
- Manage the library budget and provide accurate financial records to finance
- Make the library environment attractive to students to encourage reading and learning

- Develop and implement library management systems
- Supervise and support literacy intervention with individuals and groups
- Manage/administer the rewards store and system
- Contribute to and support with Homework Club
- To work with key staff to promote a love of reading
- To support SLT with the development of remote and electronic learning
- Arrange events/displays within the library setting

## **Professional Development**

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others

## **General:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher.

# Seaham High School

## Person Specification

	Essential	Desirable	Assessed criteria
Application	<ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Fully supported in 2 references</li> <li>Well-structured supporting letter indicating previous experience (no more than 500 words)</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
Qualifications/Attainments	<ul style="list-style-type: none"> <li>English and Mathematics GCSE A*-C/9-4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent professional development activities and/or training</li> <li>Understanding of Child protection/safeguarding/data protection procedures and policies</li> <li>Relevant qualification in library management</li> <li>First Aid training or be willing to undertake first aid training</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Experience of working successfully as a member of a team</li> <li>Experience of successfully on own initiative</li> <li>To have established and developed successful working relationships with various stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a library and/or education setting or another context</li> <li>Good understanding of behaviour management</li> <li>Experience of planned learning activities with small groups and whole classes of students in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>Excellent ICT Skills and ability to effectively operate various software packages and IT systems</li> <li>Excellent communication skills – both oral and written</li> <li>Good organisational skills</li> <li>Excellent time management skills</li> <li>Proactive and resourceful</li> <li>Ability to prioritise workload</li> <li>Good understanding of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Knowledgeable and compliant of policies and procedures relevant to child protection</li> <li>Knowledge of policies, procedures and practices for library management and software</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>



<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Calm and positive approach</li><li>• Sense of humour</li><li>• Willingness to learn</li><li>• Flexible and approachable</li><li>• Ability to be discreet in relation to confidentiality</li><li>• Embraces change</li><li>• Motivation to work with children and young people</li><li>• Good time-keeping</li><li>• Self-motivated</li><li>• Positive working relationships with colleagues</li></ul>		
---------------------------	---	--	--