



## **CLASS TEACHER RECRUITMENT PACK HOMEWOOD COLLEGE**

Homewood College caters for children aged 11-16 who have social, emotional and mental health difficulties



***“A different kind of learning”***

Our vision is to become a holistic hub where children are nurtured, inspired and engaged so that they can achieve to the best of their ability and lead happy and fulfilled lives.

Homewood College  
Queensdown School Road  
Brighton  
BN1 7LA

Tel: 01273 604472  
Email: [HWC\\_admin@chb.org.uk](mailto:HWC_admin@chb.org.uk)  
Website: [www.chb.org.uk](http://www.chb.org.uk)



February 2021

Dear Candidate

Thank you for your interest in the role as class teacher at Homewood. The school will have 49 students on roll in September, and is due to grow to 60 over the next few years. We therefore need an additional teacher, who will primarily be based working with Year 7. Our new students need consistency and nurture, and we feel someone with experience of teaching Year 6 students or with a strong KS3 background could be ideal for this role. As well as teaching English, maths, science and PSHE to your group, you will have the opportunity to teach another subject to groups across the school – we are open to what this may be.

Homewood was judged as 'Requires Improvement' in our last inspection, but the indicators were that we were very close to 'Good'. Progress has been slower than expected due to Covid, but we are confident that we can move to 'good' at our next inspection.

Many staff at Homewood have been here for a long time and describe it as their Homewood family. Relationships are key, and staff are skilled at developing these and helping students to feel included and wanted – Ofsted reported that "Pupils say they like the school because staff listen to them". No two days are the same here and it is our passion to improve the lives of our students, and the variety of each day, that motivates us to come to work.

Homewood is a lively, often challenging, but rewarding place to work. Our students deserve the very best, and we are striving to improve as quickly as possible.

Brighton is a wonderful city to live and work in with the benefits of city, countryside and the sea on our doorstep.

I hope you decide to apply for this role and I look forward to meeting you at interview.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Louise Cook', written in a cursive style.

**Louise Cook**  
**Executive Headteacher**

Primary & KS4  
Lynchet Close  
Brighton  
BN1 7FP  
01273 542050

Year 11 Hub  
Tilbury House  
Florence Place  
Brighton, BN1 7GU  
01273 291294

KS3  
St Georges House  
42 Dyke Road  
Brighton, BN1 3JA  
01273 327389

Homewood School  
Queensdown School Road  
Brighton  
BN1 7LA  
01273 604472



Dear Applicant

Welcome to the Central Hub Brighton. We hope you will apply for the teaching role at Homewood.

You will be joining a dedicated and skilled staff team, some of whom have been here over 15 years and the reason we're here is because of the students.

Homewood has been here in various guises since the early 1950's and moving on to 2022, it will be a time of great change where the current site and Homewood College will close and we will all move to a different site in a new school. This is an exciting new opportunity for the Central Hub Brighton.

We want to continue to follow a nurturing ethos as an attachment aware school where we get to know the students - so that they trust us, with the aim that they relax and learn. We try to meet the individual needs of all students. The staff team use PACE (Playful, Accepting, Curious, Empathic) which is our way of thinking, feeling, communicating and behaving that aims to make students feel safe.

We are very proud of our Student Central space where students can check in with staff or talk through their anxieties.

We all look forward to meeting you at interview.

From the staff team

Primary & KS4  
Lynch Close  
Brighton  
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01273 542050

Year 11 Hub  
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## Important Information

### School Visits

We warmly welcome potential applicants to visit the school. We would ask that you keep to our Covid requirements including wearing a face covering. To arrange a visit please contact a member of our school office team on 01273 916595 or email [shelleydunbar@chb.org.uk](mailto:shelleydunbar@chb.org.uk)

### Closing dates for applications - Sunday 18<sup>th</sup> April 2021

Please submit your application using the application form with a supporting letter of no more than two sides of A4 when typed. This should tell us how you satisfy the person specification. Please return your completed application form and supporting letter to : [shelleydunbar@chb.org.uk](mailto:shelleydunbar@chb.org.uk)

We are unable to accept applications via post and we will not accept CVs.

### Shortlisting of candidates

Letters will be sent to shortlisted candidates on **Tuesday 20<sup>th</sup> April** and your referees will then be sent a reference request.

### Interview process - Friday 23<sup>rd</sup> April

### Salary

Main scale or UPR plus one SEN point

### Safeguarding

The governing body of Homewood College is committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.

## **Central Hub Brighton – Teacher (Homewood College)**

### **JOB DESCRIPTION**

#### **PURPOSE OF JOB**

The purpose of this role is, primarily, to teach literacy, numeracy, science and PSHE to a Year 7 group. You will also be expected to teach another subject across the school. This role includes planning, implementing, delivering and assessing a relevant and differentiated curriculum for our students to maximise their achievement.

The post-holder will facilitate and encourage a variety of learning experiences which provide all students with the opportunity to achieve their individual potential. You will work closely with other teachers as well as with a variety of professionals and parents/carers

#### **Teaching and Learning**

- Plan and prepare courses and lessons for individuals and small groups of pupils which take into account the distinct nature of the pupils at Homewood College, and to undertake a designated programme of teaching.
- Teach a range of subjects to students in Year 7 and another subject across the school
- Liaise with colleagues to deliver units of work in a collaborative way where appropriate
- Work productively with others including teachers, TAs, outside agencies/partners and liaise effectively with primary schools for transition
- Ensure the effective and efficient deployment of classroom support.
- Establish effective baseline assessments with each student and set regular targets for student attainment levels using, and demonstrating an understanding of the data available
- Demonstrate good practice in the teaching areas of responsibility.
- Teach students according to their educational needs, including the setting and marking of work/homework carried out by the student in school and elsewhere.
- Motivate and inspire pupils to engage positively with their learning and complete the tasks set by their subject teacher with confidence and with interest.
- Ensure that ICT, Literacy, Numeracy, Citizenship, PSHE and SMSC are reflected in the teaching/learning experiences of students.
- Plan and prepare courses and lessons to ensure a high quality learning experience for students which meet internal and external quality standards.
- Develop, prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to students' needs and which will meet the demands of the syllabus.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Keep up-to-date with relevant initiatives and developments in areas of expertise.
- Review annually or more frequently, methods of teaching and programmes of work.
- Use ICT hardware and software as appropriate to the requirements of the Schemes of Work.
- Establish and maintain an attractive context for learning in the classroom, including the regular display of pupils' work to promote achievement.

#### **Assessing and Reporting**

- Maintain appropriate records and provide relevant, accurate and up-to-date information for school systems.
- Complete the relevant documentation to assist in the tracking of students.
- Track students' progress and use information to inform teaching and learning.
- Maintain lesson evaluations.
- Mark, grade and return classwork and homework within agreed time span, providing written/verbal and diagnostic feedback as required. Report progress against targets for all pupils including those absent from school.
- Assess, record and report on the attendance, progress, development and attainment of students and keep such records as required.
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures showing good understanding of the examination requirements used within the subject.
- Liaise with parents and attend consultation and other meetings as required

### **Standards**

- Support the aims and aspirational ethos of Homewood College.
- Set a good example in terms of dress, punctuality and attendance.
- To respond to communications professionally, efficiently and effectively.
- Attend and participate in open evenings
- Uphold the school's behaviour code
- Attend and participate in team and staff meetings.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Adherence to the school's official timetable.
- To control and oversee the use and storage of all textbooks, stationery and other teaching materials used.

### **Other Key Tasks, Responsibilities and Activities**

- To promote actively the school's policies and adherence to procedures.
- To comply with the school's Health and Safety policy, undertake risk assessments and to report and address repair and maintenance issues as appropriate.
- To be courteous to colleagues and provide a welcoming environment to visitors, stakeholders and other clients through all forms of communication.
- To communicate effectively and politely with parents/carers of students as appropriate.
- To take a key role in the development of appropriate syllabus, resources, schemes of work, marking policies and teaching strategies in the curriculum area
- To develop the Curriculum Area, the Department's Development Plan and its implementation.
- To undertake Continuous Professional Development in the relevant areas including subject knowledge and teaching methods.
- To work as a member of the Homewood team and contribute positively to effective working relations within Homewood College.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of Homewood College.
- Where appropriate, to communicate and co-operate with persons or bodies outside of Homewood.
- To follow agreed policies for communication at Homewood College.
- To take part in liaison activities such as Open Evenings, Parent Evenings etc.
- To contribute to the development of effective subject links with external agencies.
- To assume appropriate Departmental and School responsibilities as designated by line managers.

- To comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
- To ensure that any information deemed confidential by the Headteacher / Safeguarding Officer is not transferred to a third party without their explicit consent. This includes information regarding pupils, parents/carers, staff, critical incidents and the school itself; especially where it involves allegations or investigations concerning staff members. Failure to comply with the aforementioned responsibility or the Data Protection Act will be considered a breach of contract.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

Responsibility for safeguarding and protecting the welfare of all students, particularly designated students at specified times, in accordance with the timetable or other directions, including reporting suspected signs of student neglect or abuse through established school procedure.

## **PERSON SPECIFICATION**

**JOB TITLE:**            **Teacher of Year 7 Class group (various subjects) plus another subject throughout the school**

**GRADE:**                **Main Scale/UPS plus one SEN point**

**SCHOOL:**              **Homewood College**

### **Criteria**

<b>Job Related Education, qualifications and knowledge</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status and registered with the DfE</li> <li>• A degree</li> <li>• Experience of working successfully with disengaged pupils</li> <li>• Up to date subject knowledge and professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching challenging children or young people in a mainstream or other setting</li> <li>• Experience of teaching literacy and numeracy across the ability range</li> <li>• Experience of planning for, and teaching, pupils of all abilities and aptitudes</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• To think creatively to find ways and means to overcome barriers to learning</li> <li>• To be creative and flexible</li> <li>• To be empathetic and view students holistically</li> <li>• To be able to work effectively with others in a small environment</li> <li>• To be able to maintain a sense of humour and perspective</li> <li>• To be an excellent communicator</li> </ul>

	<ul style="list-style-type: none"><li>• To uphold high standards and model these to staff and students</li><li>• To be willing to learn and adapt to a changing environment</li><li>• To be solution focussed</li><li>• To be calm and objective when facing problems</li><li>• To be able to plan and organise workload effectively</li><li>• To have good ICT skills</li></ul>
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### **Safeguarding**

Central Hub Brighton is committed to safeguarding and promoting the welfare of children and young persons at all times. The Head of School will be responsible for promoting and safeguarding the welfare of all children for whom he/she is responsible, or with whom he/she comes into contact, in accordance with our Safeguarding policy. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau.

### **Equal Opportunities**

The Head of School will be responsible for ensuring compliance with Equalities Act 2010.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually

