

Information for Candidates Applying for Posts at the School



AN INTRODUCTION TO EAST BERGHOLT HIGH SCHOOL

East Bergholt High is a rural 11-16 mixed, comprehensive, community School with approximately 900 students on roll. On 1 August 2011 the School converted to an Academy. Therefore, your employer will be the East Bergholt High School Academy Trust. The village of East Bergholt is close to the Essex border and is set in beautiful *Constable Country*. Located virtually mid way between Ipswich and Colchester, the village is within very easy reach of the A12 and the main line railway to London. Cambridge is also readily accessible.

In September 2013, Ofsted Inspectors judged East Bergholt High School to be a good school; describing it as "A Good School which continues to improve". Some of the items highlighted by the Inspection Team:

- The school works well in partnership with other organisations to secure good outcomes for its students.
- Students are offered a range of opportunities to develop their leadership skills and improve their self-esteem.
- Students behave well in the school. They display positive attitudes to learning as a result of good and better teaching. They move around the school sensibly and with purpose.
- The promotion of equal opportunities has a high profile in the school. Leaders monitor the performance of different groups of students well to ensure gaps in attainment between them are narrowing
- Teachers' performance is managed well and only effective teaching is rewarded with progression up the pay scale. The management of teachers' performance is closely linked to school improvement priorities.

At East Bergholt High School, we provide a happy, caring and secure learning environment where young people are able to develop and work as members of a community. We are committed to celebrating the achievements of students and fostering a positive ethos that is based on equality of opportunity, self-discipline and consideration for others. High expectations underpin all aspects of the life and work of the School. We encourage all our students to take full advantage of the many opportunities open to them at East Bergholt and to see themselves as valued members of School and wider community.

Priorities for year on year improvement are identified through a robust structure for self evaluation at team and whole school level and are addressed in our School and Team Development Plans.

East Bergholt High School is committed to safeguarding and promoting the welfare of children and young people and we expect our staff and volunteers to share this commitment.

SCHOOL ORGANISATION

The School's Leadership Team comprises the Headteacher, two Deputy Heads, two Assistant Heads and the Business Manager. We have five Year Teams and nine faculties:

- English
- Mathematics
- Science
- Humanities
- Modern Foreign Languages
- Creative Arts
- Physical Education
- E-Learning and ICT
- Inclusion Learning

Teaching staff are given excellent support by a strong Support Team.

OUR STUDENTS

Our 6 designated feeder primary schools are situated at Bentley, Brantham, Capel St Mary, Copdock, East Bergholt and Stratford St Mary. We work closely with these Schools to ensure continuity and progression from Key Stage 2 to Key Stage 3. There is a well established induction process that ensures that smooth transfer of students into secondary education. Our reputation as a provider of high quality education has attracted many applications to the School from outside our catchment area.

When they join us, students are placed in mixed ability tutor groups. They normally remain within these groups throughout their time with us. As they move through the School, for subject lessons, students may be placed in sets or bands according to their ability, according to the demands of the curriculum area.

Students' work and progress are closely monitored and the home-school partnership is regarded as being of vital importance in ensuring that all our youngsters achieve their best. Parents are regularly provided with information on curriculum content, academic progress and extra-curricular involvement. Parents' consultation and information evenings are well attended.

All students experience a broad and balanced curriculum that exposes them to a range of challenges and experiences and provides them with the foundation to continue their education post-16. The curriculum is under continuous review as we work towards ensuring all young people have access to appropriate learning opportunities. We want and expect young people to do well and a strong emphasis is placed on recognising and rewarding achievement and attainment. Our ICT facilities and the Learning Resource Centre are well used at lunch times and extra-study sessions (held after school on Tuesdays and Thursdays) are also well attended. Students are encouraged to become self-motivated and the majority embark on post-16 courses, exercising their right to select the institution and courses most suited to their needs and requirements.

All students are encouraged to participate in extra-curricular activities. The Physical Education Department offers a wide range of lunch time and after school activities and inter-form sports competitions are held throughout the year. There are regular sports fixtures with other schools. Students have the opportunity to get involved in extra-curricular Drama and Music and visits - both educational and social - are run on a regular basis. Older students can participate in the Duke of Edinburgh Award Scheme. There are close links with the world of work: there are thriving Young Enterprise groups in Year 10 and all Year 11 students are provided with a one week Work Experience placement. Many students in Years 10 and 11 assume the responsibilities of School Prefects. We have a Senior Prefect Team and a Head Boy and Head Girl. These young people have very real responsibilities within the School community (helping with major School events and acting as hosts for visitors, for example): they are seen as key ambassadors for East Bergholt High School.

We have high expectations of all students. The vast majority of young people work very hard to meet, and, indeed, exceed these expectations. Examinations results in recent years have been well above national averages.

Many young people are proud to attend East Bergholt High School and, equally, we are very proud of them and their considerable achievements.

OUR STAFF

East Bergholt High School is very well served by a committed and talented team of teachers and support staff.

Professional development and training at School and national level is encouraged. Teams of teachers meet regularly to engage in the process of School improvement and to share ideas on learning and teaching. There are well established schemes of work and teachers are actively involved in developing learning activities that meet the needs of students with a variety of preferred learning styles. There is strong commitment to sharing expertise, skills and ideas within and across curriculum and pastoral teams.

Currently, each year group is composed of seven tutor groups under the leadership of a Year Leader. All teaching staff have a vital role as form tutors, with responsibility for the overall progress and well being of a group of about 26 students. As well as teaching the Personal, Social and Health Education Programme, the form tutor role also involves the regular monitoring of students' work and progress. Form tutors are expected to be pro-active in identifying possible problems and barriers to progress that could lead to under-performance. The role is regarded as a rewarding one by many staff.

East Bergholt High School is committed to safeguarding and promoting the welfare of its staff and all colleagues share in this responsibility.

PARTNERSHIPS

East Bergholt High School is an active member of the SWISS (South West Ipswich and South Suffolk) Partnership of High Schools. We also work closely with The Farlingaye and Kesgrave Teaching School Alliance. The school is on a sound financial footing and has a very supportive Governing Body.

GENERAL

In recent years, a great deal of effort has been spent on modernising and refurbishing our existing facilities for the benefit of all. We continue to strive for excellence and to create a climate where all members of the School community feel able to grow and develop and to make the very best of their talents. Visitors to the School regularly comment on the welcoming atmosphere and the positive ethos that exists.

Many challenges lie ahead. If you feel you have the energy, enthusiasm and commitment to contribute to the future development of our School, we shall be delighted to hear from you.

EAST BERGHOLT HIGH SCHOOL IS A NON-SMOKING SITE

SHORT-LISTING AND INTERVIEWS

References will be sought after short-listing and before interview.

- Only candidates who meet the requirements of the job description and the criteria outlined in the person specification will be short-listed for interview.
- If an applicant is short listed any relevant issues arising from his/her references will be taken up at interview.
- Telephone interviews will only take place in the most exceptional of circumstances.
- Interviews will be conducted by at least two people. The panel will always include one member of the School's Leadership Group. A Governor or Governors will normally be involved in the appointment and interview process for all staff.
- We are committed to safeguarding and promoting the welfare of all members of the School community and questions about safeguarding children will be incorporated into the appointment and interview process.
- Candidates invited for interview will be required to bring with them documentary proof of identity, status and qualifications. Original documents (not photocopies) will be required.

JOB OFFER

- Satisfactory references are an essential pre-requisite to a firm job offer.
- A satisfactory DBS check is also an essential pre-requisite to a firm job offer.
- A job offer could be withdrawn if satisfactory references and confirmation of a satisfactory DBS check have not been received before the employment contract has begun.

SUBMITTING AN APPLICATION

Should you have any queries about the post or the application and selection procedures, please contact the HR Officer, in the first instance. S/He can be contacted on the School telephone number: 01206 298200.

I appreciate the time and effort that goes into making an application, so please accept my thanks in advance if you decide to proceed beyond this initial expression of interest.

In order to apply you will need to:

- complete the application form;
- write a letter of no more than two sides of A4 explaining what experiences and skills you feel you can offer and how you would develop the role;
- return your application to the school on or before the closing date to:

**The HR Officer
East Bergholt High School
Heath Road
East Bergholt
Colchester CO7 6RJ**

Receipt of applications forms will not be acknowledged. If you do not hear from us within 4 weeks of the closing date for applications for this post, your application, on this occasion, has not been successful.

Thank you for your interest in the post.