



SYDENHAM SCHOOL

Specialist Science and Mathematics School

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High
Performance
Learning

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Sydenham School



Candidate Brochure



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Statistics

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| Type of School: | Secondary School |
| Age range: | 11-16 |
| Location: | Sydenham School |
| Co-educational or single Sex: | Girls |
| Number on roll: | 1412 |
| Average class size: | 26/ 27 |
| Date school established: | 1917 |
| School Awards | Pan London Quality Mark, Cultural Diversity Standard, Gold Arts Mark |
| % of children on free school meals: | 13.60% |
| SEN % in the school: | 11% |
| % English as an additional language: | 22.50% |



Welcome Message from the Headteacher

Dear Applicant

Thank you very much for your enquiry.

We are delighted that you are thinking of applying for this post at Sydenham School and hope that you submit an application. Sydenham School has been educating girls since 1917. We are a popular and oversubscribed school that is forward-looking and genuinely comprehensive with excellent standards and high expectations. Our last OFSTED Report stated 'there is a sharp focus and additional drive to secure further improvements in the school's performance so that students experience the best possible education at Sydenham School'.

We are a World Class High Performance Learning School and believe that our students can achieve highly, regardless of their starting points. Raising achievement is at the heart of all we do, based on clear educational values, well-qualified staff and our strong traditions. We are highly ambitious for our students. The quality of learning and teaching, combined with a wide ranging curriculum enables students to achieve academic success and develop into confident, clear thinking young people with a sense of responsibility for others. In 2016 we moved into a tastefully refurbished Edwardian building and newly built state of the art STEM buildings. We are committed to developing our students in all subjects including the Arts, Humanities and Languages, so that they can develop their creative skills, a critical awareness and have the confidence to thrive in the future.

We partner with Forest Hill Boys' School in the Sydenham and Forest Hill Sixth Form (SFH6) partnership. This provides a wide range of opportunities and progression routes for students. Last year over 80% of our Sixth Form students went on to University, with over 50% progressing to the top research intensive universities including Oxford and Cambridge. 100% went on to university, training apprenticeships or employment.

Sydenham School enjoys a very good reputation in the local community and we are outward facing in our work with other schools and providers. There is a clear commitment to the education of all of our students and we pride ourselves on being able to support them to develop their full potential whatever their backgrounds, starting points or needs.

Sydenham School is a vibrant place to work, with great students, a dedicated staff team, engaged families, as well as a committed Governing Body. Come and join us!

Gloria Lowe
Headteacher





Application and Recruitment Process

Sydenham School is committed to safeguarding and promoting the welfare of children and we implement all elements of the 'Safer Recruitment Process'.

Applying for a job

Sydenham School's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. This means that we are not able to take into account previous applications or personal knowledge of you. It means that if you already work for Sydenham School, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

The Job Description/Selection Criteria

Every vacancy advertised is based on a Job Description/Selection Criteria which describes the skills, experience and aptitudes we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. Ask yourself why you are interested in the job and whether you meet our requirements. If you think you meet our requirements, we encourage you to apply.

Making an application

Write out the form in draft to avoid mistakes, repetitions, etc. Alternatively, you can access and download the appropriate teaching/non-teaching application pack at www.sydenham.lewisham.sch.uk on the vacancies page. Ensure the information you give is well organised and relevant. Your application needs to show the relevant skills, interests and experience you have gained. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ... I organised...). Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions. If you have any disabilities and need assistance in completing the form, then please let us know and we will be pleased to help. It follows from the above that you should gear your application to the specific job - don't submit the same one for a series of jobs unless it is equally appropriate.

N.B: CV'S WILL NOT BE ACCEPTED.

Complete your form in black ink or type it and forward it before the closing date to the address at the top of the application form. Always keep a copy for your reference. If you are completing the on-line application form, e-mail it back to us on completion to recruitment@sydenham.lewisham.sch.uk or alternatively print off a hard copy and send in the normal way for the attention of: **Human Resources Department, Sydenham School, Dartmouth Road, Sydenham SE26 4RD.**



Closing for applications is on the advertised closing date. Applications will not be considered after this time. We will not be contacting you if your application has been unsuccessful.

We regret that the school is unable to meet any claims for travel expenses to interview.

Short listing and interviews

To complete a longlist or shortlist, your application form will be matched against the selection criteria for the post.

Depending on the requirements of the vacancy, the school may conduct tests and written exercises in appropriate circumstances and you may therefore also be asked to undertake such exercises as part of the selection process for this vacancy.

For teaching vacancies, *all* candidates will be asked to teach a trial lesson in a specialised subject, either at the longlist or shortlist stage. The lesson will be observed and form part of the interview process. Candidates will be issued with data and a lesson brief; every attempt will be made to ensure that candidates teach classes that are broadly similar, but this will depend on timetable configurations.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post; we will also ask questions at the interview to ascertain your suitability to work with children. You will then have the opportunity at the end of the interview to ask questions about the job, conditions of service, etc.

We are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor is not possible. If there is any special help that you need for interview or during the application process, please contact the Human Resources Department at the school.

References will be sought prior to interview where possible on all shortlisted candidates and we may also approach previous employers to verify or clarify specific information.

Disabled applicants

We are working to improve the employment opportunities we offer to people with disabilities. If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all other selection criteria, you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include adjustment to premises and equipment or job duties.

Conditions relating to offers of employment

All offers of appointment are subject to: -

- a. **Police clearance for posts exempt from the Rehabilitation of Offenders Act.** All school based staff will require Barred List (previously called List 99) and enhanced police clearance checks.



- b. **Satisfactory references.** Two references are taken up; one of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or tutor. For internal candidates a reference from your line manager will be sought. We cannot accept personal references from friends or relatives.
- c. **Confirmation of correct National Insurance number** through checks with the relevant government agencies.
- d. **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Council's occupational health physician.
- e. **Eligibility to work in the UK** by providing a relevant original document as specified by the Asylum & Immigration Act 1996, photocopies will not be accepted.
- f. **Original Evidence of identity and qualifications** (photocopies will not be accepted)
- g. Completion of the '**Declaration of membership of secret societies form**' (if appropriate)
- h. **Evidence of satisfactory eye test** (where appropriate) to use display screen equipment. The cost of any eyesight test, together with the cost of any corrective glasses, will be met directly by the new employee
- i. Additional checks under the **Council's Fraud & Corruption Policy** for 'high risk' posts (e.g. posts responsible for dealing with cash)

Teaching Posts

- j. **Verification** of successful completion of the statutory induction period and professional status such as registration with the GTC, QTS, NCTL or NPQH where required.

Requirements (c), (e), (g) and (j) do not apply to internal candidates as these conditions will already have been met.

Fair recruitment

We put great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed. A member of the interview panel will always provide feedback if you would like to receive it.

We hope that you will be successful in your application. However, if you are not, please don't be discouraged from re-applying for future posts - your skills and experience may be what we need for our next vacancy.

Please note

Previous employees of Lewisham who leave the Council on the grounds of early retirement or redundancy will not usually be re-employed for a period of 2 years'. Re-employment with the Council before the expiry of the 2-year period may be considered on an exceptional basis.



Sydenham School Equal Opportunities Statement of Commitment

As a learning community, we are committed to maintaining an ethos that nourishes and supports each person in our care and each member of our staff, whatever their skills and abilities. Although our commitment to equal opportunities is absolute, we recognise that to be effective, this commitment needs continued effort. We also recognise that members of the school will need to engage individually with the complex issues of equality, often from different starting points, and that the role of the school is to facilitate this learning process in a spirit of mutual support.

For our learning community, equality of opportunity is defined by principles. At Sydenham School:

We respect and celebrate our differences and similarities regardless of gender, culture, ethnicity, religion, academic ability, sexuality, age, background, or disability. We stand against discrimination towards individuals and/or groups.

We are committed to providing dynamic and exciting opportunities for all students. This includes support for the development of the full range of learners - gifted and talented, learners with difficulties or disabilities, as well as those "in the middle" who can go quietly unnoticed. We value the contribution that each and every student can make. We aim to protect the rights of the whole school community to learn and be safe; this means that the school will take action when the good order of the school is undermined, and the learning opportunities of the majority in the school community are at risk.

We recognise that we live in a highly complex society and that to ensure equality and achievement for all is a significant challenge. We also recognise that different views exist and that some students may come from homes, for example – where racist views exist, where girls are seen only in traditional female roles, where there might be prejudice against those of other faiths, or where religious teaching may conflict with views on homosexuality, or on moral issues such as abortion. While the school's position against intolerance, discrimination and prejudice is clear, we shall deal sensitively with others' views, particularly where the students are concerned; it must be recognised, however, by all members of the school community, that the ethos of the school supports equality of opportunity and the rights of others. Our stand against intolerance, prejudice and discrimination is non-negotiable.

We believe and understand that members of our community have different starting points and may have unequal beginnings and that we should always work towards addressing this imbalance. We believe that education and life-long learning are key to improvement, achievement and aspiration. We bring a range of different experiences, from which we can all benefit.

We believe in inclusion and inclusive practices, and fully support the "Every Child Matters" agenda. We shall work with all members of the school community to ensure that we support effort, perseverance, development, achievement and attainment, and staff will support those who are experiencing difficulty or challenge.



It is an expectation that these principles will be understood and respected, by all those who join or visit the school.

Sydenham School values and respects all its students, staff and parents and the richness of variety that our culturally-diverse school presents. We wish to provide, for every member of our school community, a learning experience which enables everyone to achieve in a wide variety of ways. As a girls' comprehensive school, with a mixed Sixth Form, we wish to prepare our students to be the thinking young women and young men of the future who will contribute actively and pro-actively to the communities in which they live.





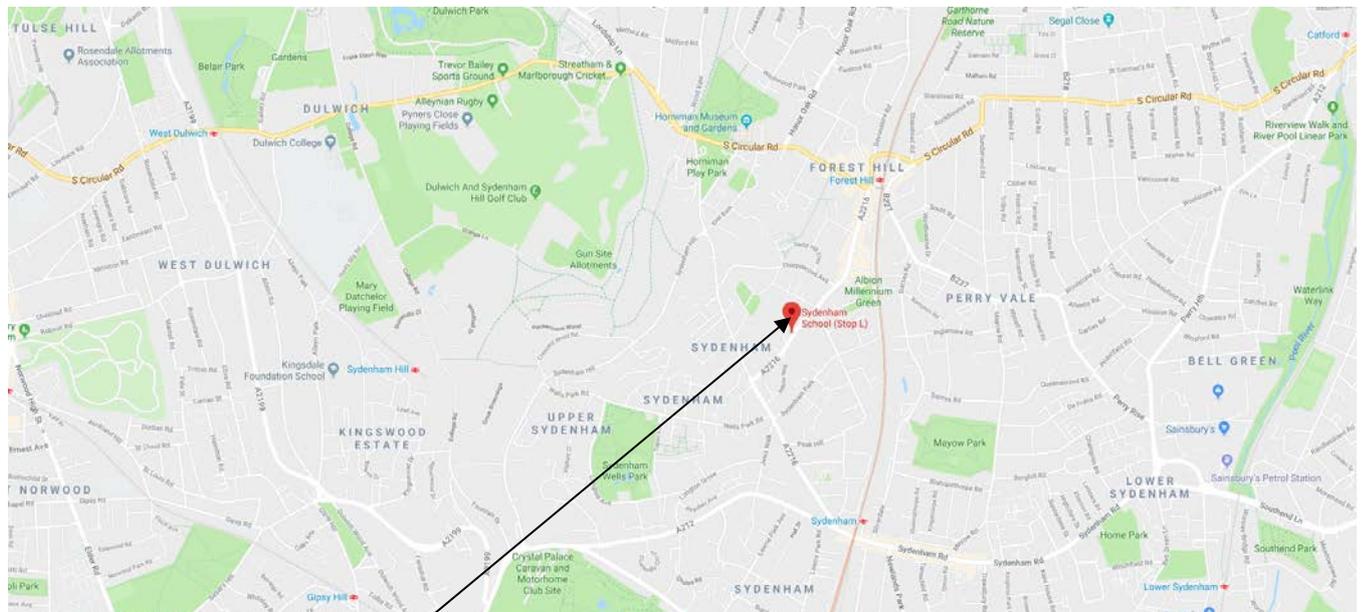
Our Location

Sydenham School is located in Sydenham, South East London which forms part of the London Borough of Lewisham. It is a diverse area that borders Forest Hill, Dulwich, Crystal Palace, Penge, Beckenham, Catford and Bellingham.

Sydenham's main commercial area is known as "Sydenham High Street". There are many independent shops including a bakery, bookshop and several restaurants. High street chains include Boots, Lidl, Sainsbury's Local, Subway, Superdrug and Tesco Express. A Post Office and several banks have branches in the main commercial area. The high street's upgrade was funded by Transport for London and Lewisham Council in 2012-13 and new businesses continue to join the area.

Sydenham and Forest Hill Stations are a 10 minute walk from the school. There are direct trains to major interchanges including London Bridge, Norwood Junction and East Croydon. The London Overground line from Highbury and Islington to West Croydon also stops at Forest Hill Station and Sydenham Station, you can also travel from Canada Water and Docklands as well as stations north of the river. The School is served by 3 buses which stop outside—197, 176 and 122. The school is also within a short bus ride from Crystal Palace bus station.

Sydenham School is unable to meet any costs you may incur in travelling to the interview.



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