



Stoke Newington School  
& Sixth Form



**Recruitment Pack**

## **Head of Citizenship & PSHE**

**Required for September 2024**

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging.'



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Dear Applicant,

Thank you for your interest in the post for **Head of Citizenship & PSHE**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

The SEN team is a large busy and supportive team of learning support assistants committed to providing the best quality support for some of the school’s most vulnerable students. The department works in different teams led by a team leader. The department offers an excellent induction and training programme.

The successful candidate will:

- care deeply and have high ambitions for every one of our students.
- be flexible and adaptable.
- ideally have some experience of working with young people in a school or other setting
- Be organised, efficient and competent with Microsoft Office packages and quick to learn new software (e.g., Class Charts)

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer  
Headteacher



## **Staff Benefits**

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.

### **Development & Training**

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

### **Flexible and Family Friendly**

We know it can be challenging finding the right work-life balance. We want the best people to work in our school, and so we want to support flexible working. We can consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit.

It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important moments.

As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

### **Pensions**

Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

### **Health and Wellbeing**

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Getting to work**

By public transport:

Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car:

We have on-site parking. Applications will be considered on an individual basis.

Cycle Scheme:

We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

### **Discounts**

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

### **SNS Staff Association**

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.



## Head of Citizenship & PSHE

Required for September

**Inner London Spine plus TLR 2B**

### **The school**

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is proud of all its subjects and is especially committed to creative teaching and learning. We aim for every colleague to have excellent professional development which leads to every student having an outstanding education. Stoke Newington School is actively committed to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

### **The Post**

In this post you will work with individuals and small groups to provide high quality learning support to students with special needs. Relevant paid experience of working with young people and excellent communication skills are essential.

If you are interested in joining our team, please apply via [the TES website](#). Alternatively, you can download an application pack from our website [the School's website](#). Please name your application file with your full name and the role you are applying for and submit via [Recruitment@sns.hackney.sch.uk](mailto:Recruitment@sns.hackney.sch.uk)

Closing date for applications will be **midday Friday 16<sup>th</sup> February 2024**.

Interview to take place on **Friday 23<sup>rd</sup> February 2024**.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

***As employers we are committed to safeguarding and promoting the welfare of children. A DBS (Disclosure & Barring Service) clearance is a statutory requirement for all positions.***

***We are an equal opportunities employer committed to ensuring diversity in our workforce.***



## Job Description

**Title of the Post:** Head of Citizenship & PSHE

**Allowance:** Inner London Spine plus TLR 2B

### Function of the Post:

To teach Citizenship, PSHE and Personal, Political and Philosophical Studies including KS3 classes and GCSE level. Other subjects may also be taught as identified by the Headteacher.

To be responsible for the planning, evaluation, and curriculum developments in the Personal, Political and Philosophical Studies and Citizenship department for years 7-13. To undertake quality assurance in the department. To be responsible for students' outcomes in PSHE and Citizenship GCSE.

### Main Tasks and Responsibilities:

- To plan and teach high quality lessons at all times and to maintain a stimulating learning environment.
- To implement the National Curriculum and relevant examination courses for PSHE and Citizenship across the age range.
- To pitch teaching at a suitably challenging level for all students in accordance with school targets
- To keep clear records in accordance with department and school policy, and to assess, monitor and report on individual pupils' work
- To carry out quality assurance processes for PSHE and Citizenship.
- To help with the smooth running of the department by undertaking tasks as requested and directed by the head of department.
- To ensure all students make excellent progress through well planned, differentiated classwork and determined follow-up and support.
- To provide PSHE training for colleagues who are not subject specialists.
- To ensure all students make excellent progress through setting and marking challenging homework.
- To be a form tutor or associate tutor.
- To attend parents' evenings.
- To teach and lead on a range of Citizenship and PSHE related after school or holiday activities and clubs.
- To attend school meetings as directed the department or by the Headteacher.
- To carry out all responsibilities in accordance with the school's and the Authority's equal opportunities policies.

### Skills and Abilities:

- Ability to work hard under pressure.
- Ability to use I.T. effectively in teaching.
- Ability to be effective in record keeping.
- Good communication and organisational skills.
- Good interpersonal skills and a strong ability to work collaboratively.
- Excellent creative teaching ability.



- Ability to convey enthusiasm for Citizenship and PSHE at all levels.
- Commitment to personal career development.
- Capacity to be a strong tutor who values each student in their form group.

#### **Knowledge and Understanding:**

- Knowledge and understanding of the recent developments in the syllabi for GCSE Citizenship examination courses, SRE statutory guidance and PSHE.
- Knowledge of the importance of appropriate planning, assessment for learning and homework.

#### **General Requirements**

- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.
- Enhanced DBS check.

#### **Equal Opportunities**

- Understanding of the different social backgrounds of students.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of bilingual students.
- Commitment to equal opportunities across all groups of staff

#### **Experience**

Successful experience of teaching Citizenship and PSHE to students of all abilities.

#### **Qualifications**

Qualified teacher status.

Excellent degree in a related subject.