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St Peter's School
St Peter's Road
Huntingdon
PE29 7DD



Job Application Pack

Head of Social Science and RE

School: St Peter's School

Salary: MPS/UPS +TLR 2C

Contract: Permanent, Full Time. (Part time will be considered)

Start date: January 2024 (open to negotiation)

Closing date: 18/12/2023

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Welcome from the CEO



We are delighted you are interested in joining one of the Academies in our Trust.

The Cam Academy Trust is a community of schools in and near South Cambridgeshire and Huntingdon which offers 'Excellence for All' students from aged 3 to 18 in 11 schools incorporating pre-school, primary phase, secondary and sixth forms.

School years are a critical period of all our lives as we develop the skills, knowledge and behaviours needed to become successful members of our communities. We want all young people proceeding through all our schools to become capable, caring and confident.

All within The Cam Academy Trust are committed to giving all our pupils the very best grounding that we can through exceptional teaching and learning and outstanding pastoral support.

Each of our academies has its own Principal or Headteacher who works with their own team of high-quality staff and these staff also work with each other to share best practice to ensure our pupils are well educated and well cared for.

Our over-arching purpose is simple: we want to secure educational excellence for all with our Academies working at the heart of and serving their local communities.

S. Munday

Stephen Munday CBE

About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

Our Primary phase schools are: Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

The Excellence Principle – Education must be of the very highest standard

The Comprehensive Principle – Education must be for all kinds and abilities

The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development

The Community Principle – Every Academy must be at the heart of its local community and serve it well

The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit

The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

Benefits

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

Core benefits

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' Pension Scheme
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme)

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work-related issues, as well as problems affecting your home life
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

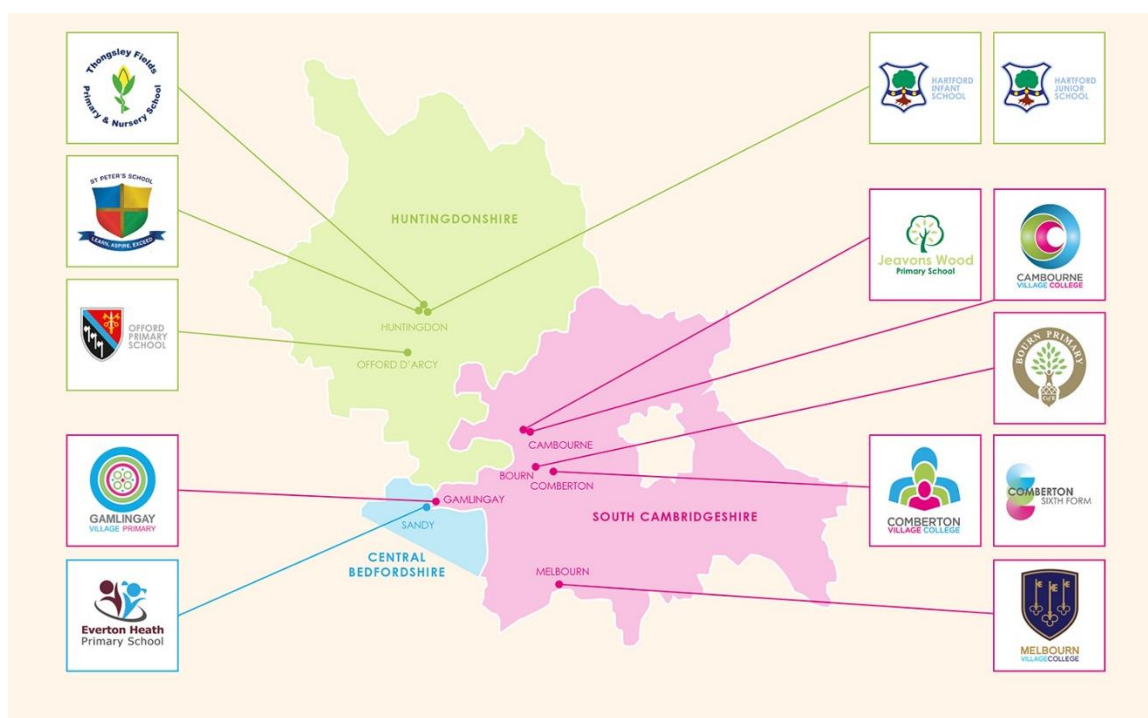
Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

Our Schools



Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

Cambourne Village College

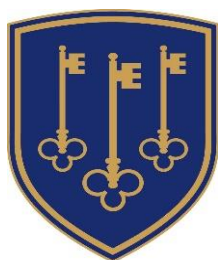
Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.



It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.

Melbourn Village College



MELBOURN
VILLAGE COLLEGE

summer 2022.

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in

St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1400 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school in October 2022. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work completed during Summer 2023.



Everton Heath Primary School



Everton Heath
Primary School

Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Everton Heath Primary School is part of the newly formed West Village Partnership.

Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to



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Telephone number 01480 459581

Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.

Gamlingay Village Primary School is part of the newly formed West Village Partnership.



Hartford Infant and Preschool

Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



HARTFORD
JUNIOR SCHOOL

Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.



OFFORD
PRIMARY
SCHOOL

Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.

They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.

Offord Primary School is part of the newly formed West Village Partnership.



Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and other relevant pre-employment checks.



**Head of Social Science and RE
Main/Upper Pay Range with TLR 2C
Required January 2024 if possible.
Contract: Permanent**

Teaching is the most rewarding job in the world. We have the opportunity to change students' lives for the better and you could make a positive impact at St Peter's School.

We are a forward thinking and rapidly improving, "good" school that is creating a legacy of learning for our community. Our students Learn, Aspire and Exceed as they work with our highly skilled teaching and associate staff supporting and guiding them.

St Peter's is part of The Cam Academy Trust which offers students and staff fantastic potential to collaborate, share and develop a wide range of teaching and learning across the schools in the trust. As a family of schools, we support, share and challenge each other to improve the future lives of all our young people.

We are currently seeking to employ a dynamic and inspiring Head of Social Science and RE to join our Humanities team in motivating and supporting our students. This role will consist of responsibility for KS5 Sociology and Psychology, KS3 and KS4 RE, teaching KS5 Psychology and KS3/4 RE. Humanities is a popular faculty within the school, and within that Psychology and Sociology are two of the most popular A level subjects. Our 6th form provision is rapidly growing, and with this the number of students that opt for Social Science. RE is also a successful and developing subject at St Peters, with KS3 and both core and GCSE level at KS4. The ideal candidate will teach KS5 Psychology and will be able to offer another Humanities subject such as RE or Geography.

The successful candidate will lead a small team of staff, working alongside other Heads of Department and the Head of Faculty. We are looking for a motivated individual, who works strongly as part of a team, can support both specialist and non-specialist members of staff and builds good relationships with both staff and students alike.

For an application pack, please visit our website www.stpetershuntingdon.org and follow the vacancies link or emailrecruitment@stpetershuntingdon.org
The closing date for applications is midday on **18th December 2023**.

Please note that we do not accept CVs

In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of their due diligence on shortlisted candidates. Where an online check will be conducted, this will be indicated in the invitation to interview letter. Schools will only take into account data that is relevant to the role.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, prohibition from teaching check, satisfactory references to the school and medical questionnaire.

About Us

Welcome to St Peter's School. We work together with our students to make sure every individual has the best chances of success, now and in the future. We trust our young people to be responsible and positive members of society which is why we encouraged them to define our ethos.

Our students identified 3 key areas that they felt defined a high quality education. **Learn, Aspire & Exceed**. With these shared, common goals, staff and students collaborate to create a high quality learning environment.

Learn

Our staff and students were unanimous in learning being the focus of our school. This covers the academic knowledge and skills needed to make rapid progress but importantly also covers much wider range of opportunities for students to develop their character, resilience and abilities.

Aspire

We want our students to leave St Peter's ready to make a positive impact. Our Careers Education, Information and Guidance (CEIAG) widens students experience and broadens their horizons in terms of future educational and employment opportunities.

Exceed

Our students do not want to succeed; they want to do better. They want to exceed what is expected of them in every part of their lives. We are proud to celebrate their successes and to prepare them to lead excellent lives.

Background

We hope that you will join the nurturing partnership between staff, pupils and parents which gives our school the right environment for students to make the most of their learning.

Through our unique combination of care and academic challenge, we are making sure that our students maximise their learning opportunities within a safe and secure environment and are delighted that Ofsted agree we are taking great strides towards these goals, rating St Peter's as 'good' in October 2022.

At St Peter's we are committed to providing a positive learning environment in which every student can achieve his or her best. Every single adult at St Peter's has the same purpose – to support our young people to become successful adults of the future. We have high expectations and aspirations for all of our students and we work to prepare them fully for the future beyond school, recognising, nurturing and celebrating individual skills and talents.

Job Description

POST TITLE:	Head of Social Science and RE
PURPOSE OF JOB:	<ul style="list-style-type: none"> • To create an ethos in which all staff are motivated and supported to develop their skills and knowledge • To carry out the duties of a school teacher as set out in the current edition of the School Teachers' Pay and Conditions Document maintaining a professional understanding of the curriculum, assessment and pastoral requirements. • To be a leading professional • To carry out the functions of a class teacher at St Peter's School in accordance with the stated aims and objectives of the school. • To be responsible for particular functions/roles as noted below
RESPONSIBLE TO:	Head of Faculty
PERFORMANCE MANAGEMENT:	By the Line Manager allocated in the performance management arrangements published at the beginning of each academic year.
SALARY:	Main/Upper Pay Scale with TLR

RESPONSIBILITIES *(This Job Description is to be read in line with the Teachers' Standards and Teachers' Pay and Conditions, DfE and in addition to the contents of the Teacher Job Description (Main Scale))*

Safeguarding

- Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).
- Safeguarding the mental health and wellbeing of students and staff

GENERAL RESPONSIBILITIES

- a) Carry out the duties of a School Teacher as set out in the current edition of the School Teachers' Pay and Conditions Document.
- b) Teach in a subject department/team
- c) Input to the Senior Leadership Team regarding the strategic direction of the school, including involvement in school improvement planning and implementation of actions
- d) Participate in the school's performance management practices as appropriate
- e) Work with the Senior Leadership Team in the preparation of bids or *ad hoc* projects requiring input from all of the Senior Leadership Team
- f) Attend Governing Body meetings as appropriate
- g) Ensure high standards of behaviour across the school, including following up any incident as necessary with the relevant student, parent and pastoral staff
- h) Carry out the duties defined in the Teacher's main pay scale job description
- i) Carry out any other responsibilities as reasonably requested by the Head Teacher

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Telephone number 01480 459581

- j) Responsible for the strategic leadership of the department

SPECIFIC RESPONSIBILITIES

1. Strategic leadership of the department
2. Staff (including professional development, recruitment, performance management)
3. Teaching, Learning and Assessment (ensuring examination regulations are adhered to)
4. Students and parents
5. Resources, including Health and Safety
6. Attendance at meetings

1: STRATEGIC LEADERSHIP OF THE DEPARTMENT

- a) Develop and maintain a clear shared vision for the direction of the Department and its contribution to the overall ethos of the school.
- b) Liaise regularly and effectively with the allocated line manager.
- c) Effectively represent the department (or ensure that it is represented).
- d) Maintain up-to-date knowledge of new national (e.g. curriculum and examination specifications) and local developments concerning the department, advising the senior leadership team as appropriate.

2: STAFF

- e) Be responsible for the leadership and management of teaching and associate staff within the department, including advising on appointments and deployment, effective monitoring of work and participating in the Performance Management process as required.
- f) Provide support for new members of the department and to promote the professional development of all department colleagues.
- g) Provide support for colleagues on classroom management issues, liaising as appropriate with tutors, Student Support Managers, Heads of Year and other pastoral staff.
- h) Ensure that staff follow procedures in the case of planned or unplanned absence and that appropriate work is set in an appropriate format.

3: TEACHING, LEARNING AND ASSESSMENT

- i) Be accountable for improving the quality of teaching and learning in all Key Stages
- j) Plan and implement effective Schemes of Work for students in the department in all key stages, ensuring that they are in line with the National Curriculum, Public Examination and School Policies whilst ensuring work is sufficiently differentiated.
- k) Regularly quality assure and evaluate the assessment and attainment data in the department for all key stages in accordance with school policies.
- l) Provide appropriate professional development opportunities for staff to, for example, deliver new qualifications, enhance their curriculum knowledge and improve the quality of their teaching and learning practices.
- m) Ensure that appropriate procedures are in place to monitor the progress of students, rapidly instigating intervention strategies, in consultation with the Head of Year, as appropriate.

4: STUDENTS AND PARENTS

- n) Be responsible for all matters relating to the management of students in the Department, including the formation of appropriate teaching groups and for student behavior in the departmental area at all times - within and outside lessons.
- o) Monitor, and improve as necessary, the quality of written reports ensuring that deadlines are adhered to.
- p) Ensure that appropriate contact is maintained with parents throughout the year regarding the progress and behavior of students.

5: RESOURCES

- q) Responsible for Health and Safety within the ensuring all equipment is used safely.
- r) Responsible for all aspects of the delegated financial management of the department, ensuring compliance with the Trust's financial regulations.

6: ATTENDANCE AT MEETINGS

- a) Lead departmental meetings
- b) Relevant line management meetings
- c) Governor meetings as appropriate
- d) Other meetings as directed/required to fulfil the requirements of the role

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification



**ST PETER'S SCHOOL HUNTINGDON
HEAD OF SOCIAL SCIENCE AND RE**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Desirable	Measured
QUALIFICATIONS/REGISTRATIONS			
Good degree or equivalent professional qualification.	x		Application/Certificate
Holds QTS.	x		Application/Certificate
EXPERIENCE AND SKILLS			
Experience and/or training in teaching across the whole ability and age range.	x		Application/selection process/lesson observations
Knowledge of relevant current curriculum developments and their bearing on classroom practice.	x		Selection process
Able to prepare resources to meet a wide range of abilities of students.	x		Application/selection process
The ability to motivate young people and relate positively towards them.	x		Application/selection process/lesson observations
Experience and/or training in assessment for learning techniques.		x	Selection process
Experience and/or training in the teaching of Personal Development.		x	Application/selection process
Experience of using electronic teaching resources, including the use of Powerpoint and interactive whiteboard resources.		x	Application/selection process/lesson observations
Willingness and experience of teaching a second subject.	x		Application/selection process
Knowledge of the use of data to support student achievement.	x		Application/selection process
INTERPERSONAL SKILLS			
To be committed to the Every Child Matters agenda.	x		Selection process
Supportive approach to school ethos, policies and activities.	x		Selection process
Effective communication skills.	x		Selection process
Willingness to be involved in the wider life of school.		x	Selection process
Enthusiasm for participating in extra-curricular activities and establish links with other curricular areas.		x	Selection process

Keen to further develop subject specialist ability and also other aspects of professional role.		x	Selection process
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