



THE  
SWANAGE  
SCHOOL

# TEACHER APPLICATION PACK

Including Job Description and Person Specification



# WELCOME



On behalf of The Swanage School and our Academy Trust, Education Swanage, we thank you for your interest in applying for a teacher position with us.

We recruit teachers who are energetic and with high standards to help us deliver an exceptional academic and pastoral curriculum.

We're very proud of The Swanage School and its great reputation. Our staff are dedicated, our students achieve good results, visitors to our school compliment us on our behaviour and attitudes, and supply teachers are happy to return.

We are a small team with relationships at the core of our ethos and our staff work very collaboratively, often sharing ideas and practices across different areas in ways that is simply not possible in larger schools. Our teachers and leaders therefore need to be flexible, adaptable, interested in continuing to learn and able to work harmoniously with a range of colleagues.

You will find much more information about the role and the The Swanage School in this booklet, and we would love to hear from you if you think you're a good fit.

Yours sincerely,

Tim Marcus  
Chair of Governors

Jenny Maraspin  
Headteacher



[@theswanageschool](https://www.instagram.com/theswanageschool)



[@theswanageschool](https://www.facebook.com/theswanageschool)

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# HOW TO APPLY

Please refer to the advertisement for the closing date and planned interview date/s.

## TO APPLY

Candidates should submit the following:

- An Application Form, which must be completed in full. We regret we cannot accept CVs.
- A personal statement of no more than 3 sides of A4, which directly addresses the experience and skills outlined in the Job Description and Person Specification (see pages 4-7).

Application forms and job packs are available in electronic format and can be downloaded from our website:

[www.theswanageschool.co.uk/vacancies](http://www.theswanageschool.co.uk/vacancies)

Please note we will request references for candidates selected to attend for interview.

Completed application forms and personal statements should be emailed to:

[recruitment@theswanageschool.co.uk](mailto:recruitment@theswanageschool.co.uk)

## FURTHER INFORMATION

For more information about the position or to have an informal discussion please contact our Office Manager in the first instance on 01929 500599.

For more information about our extraordinary school, please visit our website at:

[www.theswanageschool.co.uk](http://www.theswanageschool.co.uk)



“

*My whole experience at The Swanage School was brilliant. It was a teacher who inspired me to do what I'm doing today. [Past student]*

”

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

# JOB DESCRIPTION

## KEY RESPONSIBILITIES

- Be responsible for the learning and achievement of all students in class, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
- Act within the statutory frameworks that set out their professional duties and responsibilities and in line with the duties outlined in the Teachers' Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Actively promote The Swanage School ethos.



Getting into the spirit of World Book Day!

## MAIN DUTIES

Teachers' performance, as relevant to their role in the school, will be assessed against the Teachers' Standards as part of the appraisal process.

### TEACHING

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of students you teach
- Be aware of students' capabilities and prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn
- Have a clear understanding of the needs of all students including SEND, GAT, EAL – and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken and written English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study



# JOB DESCRIPTION CONTINUED

- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the school policy.

## BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour that are expected of students
- Have high expectations of behaviour, promoting self-control and independence in all learners
- Carry out playground and other duties as directed

and within the remit of the current school policy

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## TEAM-WORKING AND COLLABORATION

- Participate in any relevant meetings and professional development opportunities that relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
- Ensure that colleagues are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.



# JOB DESCRIPTION CONTINUED



## WIDER PROFESSIONAL RESPONSIBILITIES

- Work with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school.

## ADMINISTRATION

- Register the attendance of and supervise learners before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of school policy.

## PROFESSIONAL DEVELOPMENT

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary and responding to advice from colleagues

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

## OTHER

- To have professional regard for the ethos, policies and practices of The Swanage School
- To maintain high standards in your own attendance and punctuality
- To pro-actively work with the community, drawing on local resources and expertise to further enhance the learning experiences of the students
- Perform any reasonable duties as requested by the Headteacher.



# PERSON SPECIFICATION

## QUALIFICATIONS, TRAINING, EXPERIENCE & ATTRIBUTES

**How assessed:** application form, personal statement, interview, references

### ESSENTIAL

- Qualified Teacher Status
- Degree in subject specialism, or related subject
- A track record of achievement as an excellent classroom teacher, achieving the 'Teachers Standards'.

#### Able to

- Identify and develop inspirational learning experiences
- Make informed use of assessment to differentiate learning
- Use ICT effectively to support and enhance learning
- Use information and data to raise achievement
- Identify and implement effective strategies for intervention
- Ability to anticipate problems and identify opportunities
- A willingness and ability to set and rise to challenges.

### DESIRABLE

- Evidence of recent and relevant continuing professional development and study and training
- Experience of teaching a second subject
- Experience of personal involvement in extra-curricular activities
- Ability to anticipate problems and identify opportunities.



# OUR SCHOOL

## Background & ethos

The Swanage School opened in September 2013, as an entirely new 11-16 secondary school academy founded by the community on behalf of local young people.

Having been in the rare and very fortunate position to set up a new school from scratch, we have a pride in, and dedication to, the school that is hard to beat.

We are committed to The Swanage School being a leader in innovative teaching and learning and to delivering an exceptional education. In November 2023, Ofsted inspectors praised our 'innovative curriculum' which they recognised as being 'ambitious and carefully planned'. Our relentless focus on developing aspirations and life skills for all students, underpinned by our unique ethos, was recognised with an 'outstanding' judgement for 'personal development'.

The Swanage School has been created on 'human scale' principles, which means that strong and genuine relationships – within school, with the local community

and with the wider world – are at its heart.

## Small is beautiful

Year groups and class sizes are small - we have a total of around 350 students, averaging about 70 per year group in 3 classes. As a small school, a key aspect of the school's vision and ethos is its inclusivity in the broadest sense.

Our fundamental expectation is that students and staff will work together to fulfil their potential with respect and compassion for others.

We also want to make sure that our students broaden their horizons through education, and so the school combines local learning with a global outlook.

## Our vision

Our vision is to be an outstanding school that improves life opportunities for all students. We believe an effective way to drive up standards and pupils' ambition

is through a small, local learning community where teachers build relationships with each and every child, parent and family. Being happy and well cared for at school provides the best recipe for achieving the best academic success.

## READ OUR OFSTED REPORT:

[www.theswanageschool.co.uk/Ofsted-Report](http://www.theswanageschool.co.uk/Ofsted-Report)

## Our strategy

We want students to look back on their time at The Swanage School affectionately and to leave us confidently prepared to progress through their chosen further and higher education pathway, equipped with skills and values that will support them through their career and adult life.

## The transition & foundation phase

The focus for students in Years 7 and 8 is the transition from primary to secondary school and to experience a broad and balanced curriculum across a range of subjects.







The broad range of subjects offered at Key Stage 3 provide the skills, knowledge and cultural capital students need to succeed in life in the 21st century.

Project Based Learning plays a key part in developing students' questioning, research, analysis and presentation skills. This, together with a strong foundation in English, Maths and Science aims to help students understand how their experiences fit into the past, present and future of the world around them.

### Gateway phase

Year 9 is a year with purpose: specifically, to enable students to understand their personal strengths, develop their character and learn skills that will enhance

their employability and their contribution to society.

The overarching objective for Year 9 is to enable students to make appropriate choices for KS4, having developed skills, abilities, additional qualifications and confidence through engagement with an ambitious, diverse academic and pastoral curriculum.

### Next steps phase

Years 10 and 11 will equip students for their lives beyond The Swanage School. The students will be supported to work hard and effectively on subjects that are relevant to their personal aspirations ranging from local employment specialties such as tourism, hospitality, and creative media to national and international

opportunities such as science and technology.

All students will have a clear career pathway mapped which has been developed through the years to enable them to move on to a range of different destinations, with each student making an active choice about which path is suitable for them.

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## Academic Curriculum

All students cover the 'Core' subjects of Maths, English (Language and Literature) and the Sciences (Biology, Chemistry and Physics).

In Key Stage 3 (Years 7-9), students also study Art & Design, Modern Foreign Languages (French), Music, Computing & Digital Literacy, Creative Media Production, Drama, Design Technology, Food & Nutrition, Physical Education (PE) and Humanities subjects.

Humanities are studied through Project Based Learning in Years 7 & 8 and as Geography, History and Philosophy, Religion & Ethics from Year 9.

Students also study Personal, Social, Health & Economic Education





(PSHE), including Relationships & Sex Education (RSE).

At GCSE (Years 10-11), students have the same wide choice of subjects to choose from. They can also study Further Mathematics.

### Pastoral Curriculum

Our pastoral support for students is embedded in the culture of our 'Crew' system, led by our Heads of Year. Each student is a member of a small Crew, or tutor group, who they meet with twice a day. Their Crew Leader is there as a first port of call, but also to guide students in tasks and activities designed to support personal development and autonomy, building traits, confidence and skills in each of the



four 'pillars' of Crew as below.

In 2022, The Dorset Careers Hub recognised our innovative approach to careers research, placing The Swanage School as a winner of their 'Outstanding Careers Education Programme' award.

Our Pastoral Leaders and dedicated safeguarding & welfare team provide wellbeing support for students.

### Challenge Week

To develop deeper learning and enable exciting experiences we have a Challenge Week every year. We offer a range of residential trips in the UK and abroad, as well



as week long investigations in and around school. We want students to have fun, but also intend for them to challenge themselves and try new things, to see places they've not been to before, to learn new skills, broaden their horizons and develop new friendships.

### Extracurricular

Clubs run at lunchtimes and after school, enabling students to follow diverse interests and sports.

Our strong creative arts offer enables a large proportion of the student body in all year groups to be actively involved in producing shows and displays that enhance their confidence and the reputation of the school.



## THE 4 PILLARS



# TEACH WITH US: THE BENEFITS

## MORE PAY & THE BEST FACILITIES

- We pay national rates of pay and offer generous Teaching & Learning Responsibility (TLR) payments for additional duties.
- Work in first class teaching facilities in a school located in an area of outstanding natural beauty.
- Cycle to work and childcare voucher schemes.

## MORE TIME

- A termly Assessment Day to review data with colleagues following student assessments, in addition to the usual INSET days.
- Opportunities for flexible working.
- A family friendly approach to requests for personal days.

## MORE SUPPORT

- High quality training and development for every stage of your career.
- Bespoke development plan to support your progression and aspirations.
- Access to a high-quality curriculum with excellent resources and expert subject advice.
- Access to a comprehensive wellbeing programme providing free counselling, occupational health and other support.

We have beautiful coast and countryside within easy distance, including Old Harry Rocks (main image), Corfe Castle (inset left), Durdle Door (inset centre) and Durlston Country Park (inset right).





# ABOUT THE AREA

Swanage is a vibrant town of some 10,000 people at the eastern end of the Jurassic Coast, a UNESCO World Heritage Site. There are fantastic beaches at Swanage and at nearby Studland and endless opportunities for walking and cycling in and around the coast and countryside. The town hosts many music and arts festivals during the year.

There are four local primary schools. The Swanage School is the only secondary school in town and there is another in Wareham, 10 miles away.

Purbeck has been described as the 'world's best outdoor classroom' and each year some 120,000 students visit the area. It has the greatest diversity of habitat in Britain and is home to over 200 rare and endangered species, including all of our native reptiles. It also has over 500 archaeological sites, ranging from the Neolithic to the Second World War.

For more information on the locality and living in the area, visit:

[www.virtual-swanage.co.uk](http://www.virtual-swanage.co.uk)

[www.swanage.gov.uk](http://www.swanage.gov.uk)

[www.dorsetforyou.com](http://www.dorsetforyou.com)



The Swanage School  
High Street  
Swanage  
Dorset  
BH19 2PH

01929 500599

[www.theswanageschool.co.uk](http://www.theswanageschool.co.uk)

Swanage Pier with the town in the background and Swanage Bay (inset).