



Curriculum Assistant Candidate Pack



A **Beyond** ACADEMY

The Robert Napier School, Third Avenue, Gillingham, Medway, ME7 2LX
+44(0)1634 851157 | trns@robertnapier.org.uk | Headteacher: Mr Steven Quenby

Introductory message from Steve Quenby, Head Teacher

Thank you for the interest you have shown in the role of Curriculum Assistant at The Robert Napier School.

We are seeking a well-qualified, enthusiastic Curriculum Assistant to provide administration and clerical support as well as a teaching cover supervisor directed from within the faculty, to maintain continuity and provide higher levels of cover supervision to the benefit of students.

Additionally, to provide a level of agreed whole-school cover supervision as required.
have a positive personality and good sense of humour.

Having undergone a period of rigorous review and significant changes to the teaching and learning strategies, quality assurance processes and curriculum, the school is establishing its presence as one of the leading schools within the Trust.

I hope you find this applicant pack informative. If you have any further enquiries, please don't hesitate to contact us here at the school, using the contact details in this pack. I look forward to receiving your application.

Steve Quenby
Head Teacher



About The Robert Napier School



Built upon the school motto of Learn, Believe, Achieve, we look to engender the school values of respect, trust, perseverance, resilience, fairness, and courage in all of our students, ensuring they are ready to contribute to their community when they leave us at the end of their studies. All staff are central to ensuring students have the right attitude towards their own learning and success, taking advantage of all of the opportunities afforded by the school and leave the school at the end of their studies, ready to contribute to the local community.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with the Robert Napier School, the Trust is made up of Fort Pitt Grammar School for Girls, The Thomas Aveling School, Balfour Junior School and Phoenix Primary School. All of the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach all of which is aimed to ease your transition into the school.

Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

- To provide opportunities for everybody to be the best they can be
- We want every one of our students, teachers, or Governors to be the best that can be
- We will work tirelessly to support them to reach their potential

Job Description – Curriculum Assistant

Reporting to:	Senior Administrator
Salary:	Trust Scale 6 - 14 £20,043 - £23,484 per annum, pro rata This equates to £16,528.63 - £19,366.28 per annum
Contract length:	Permanent
Hours:	37 Hours per week Term time only plus five days
Location:	The Robert Napier School, Third Avenue, Gillingham
Start date:	As soon as possible

Job Purpose

To provide a first class service to support the Subject Leaders, staff and students to include:

- Administration for Departments as directed by the Senior Administrator – to include such activities as record keeping, phone calls, planning of visits, data entry and retrieval, producing lists, ordering supplies and equipment with due reference to the school's financial procedures, producing standard letters
- Monitor budget expenditure within departments and report to the Subject Leader on available spend and variances. Subject Leader to authorise all expenditure
- Administration and invigilation in examinations where necessary
- Improving and maintaining classroom learning environments including classroom displays, department corridor display board's and open evening events
- Assistance with the production of learning materials for lessons e.g. organise cover work for classes & photocopying
- Support for self-review and Quality Assurance activities as required by departments and as directed by the Senior Administrator
- Support for student behaviour management systems including organising subject detentions
- Support for students within lessons and withdrawal of students where appropriate
- Support for student management during registration and assemblies where necessary
- Support for classes/team teaching
- Leading small group work to raise standards as planned, when required
- Provide school-wide cover for short-term teacher absence
- General whole school administration
- Any reasonable task requested by the Senior Administrator or as directed by members of the SLT and commensurate with the role duties as may become necessary from time to time

Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term



Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional

Person specification

Skills and abilities	Essential	Desirable
Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines	✓	
Ability to be flexible and respond effectively to the 'unexpected'	✓	
Ability to communicate and interact effectively with adults and children and young people	✓	
Awareness of sensitive information and the need for confidentiality	✓	
Ability to follow directions given by Head teacher and Line Manager	✓	
Good organisational skills	✓	
An understanding of school systems, procedures, and policies		✓
ICT certification to support word processing skills, database and spreadsheet skills or relevant experience		✓
Minimum GCSE at level 9 – 4 in English and mathematics (or equivalent)	✓	
Previous experience in computerised administrative systems		✓
Previous experience of working with children		✓
Able to deliver cover lessons which have been planned by the teacher	✓	
Willingness and motivation to develop own skills and proficiency	✓	

Recruitment process and additional recruitment information

Closing date: 30th June 2022

Interview date: TBA

Working Hours: 37 Hours per week Term time only plus five days
08:30 – 16:30 Monday – Thursday (30min lunch break)
08:30 – 16:00 on Fridays

Please send completed applications to:

Mrs A Boardman – Senior Administrator aboardman@robertnapier.org.uk

Recruitment Process: Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Panel interview on a variety of topics
- Class lesson

We reserve the right to close this vacancy early if we receive suitable applications. Therefore, if you are interested, please apply early.

Special Requirements: If you require reasonable adjustments prior to your interview, these can be arranged by emailing trns@robertnapier.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents them from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.





The Robert Napier School

Third Avenue
Gillingham
Kent ME7 2LX

Tel: 01634 851157
Fax: 01634 280972

trns@robertnapier.org.uk

www.robertnapier.org.uk

Beyond Schools Trust

Fort Pitt Grammar School
Fort Pitt Hill
Chatham
Kent ME4 6TJ

Tel: 01634 888115

hello@beyondschools.co.uk

www.beyondschools.co.uk

