



School Information Pack for Teaching Posts





CONTENTS

School Aims and Values Statement	Page 3
General School Information	Page 4
Safeguarding Children	Page 8
Relocation Scheme	Page 10
Code of Conduct for all Adults working with Students	Page 12
Ofsted Inspection Summary May 2013	Page 13
School Map	Page 14



SCHOOL AIMS AND VALUES STATEMENT

Jack Hunt School exists to provide high quality learning and teaching in a supportive and caring environment to develop the potential of each learner.

This will be achieved through the following aims and values.

Aims

- Personalised learning leading to enjoyment, success and achievement for all
- A safe, healthy, orderly, sustainable and cohesive school community
- Effective engagement with our learners, parents, local communities and partners
- ➤ A positive, proactive approach to innovation and continuous improvement for all.

These aims are under-pinned by the following values.

Values

- The uniqueness of each individual
- Respect for self, others, school expectations, property and the environment
- Self discipline
- Respect for religious and cultural diversity (being different, belonging together)
- Equality of opportunity
- Loyalty, trust and honesty
- Commitment, hard work, high aspiration and achievement
- Recognition and celebration of success
- Individual responsibility and citizenship.



GENERAL SCHOOL INFORMATION

General Information

Jack Hunt School is a mixed comprehensive school for students aged 11-18. It was built in 1969, initially with an 11-16 intake. In 1975 the school was re-organised, along with other Peterborough schools, to admit its first Sixth Form students.

The school continues to grow in terms of its physical environment and its student and staff numbers. It is a popular choice for parents and children and we have enjoyed an oversubscribed intake for a number of years.

The school was judged to be “a good school in all categories” following its last Ofsted inspection in May 2013.

The school has links with schools in France, Spain, Pakistan and China.

The School's Location

The school is situated about two miles from the city centre of Peterborough in the pleasant residential environment of Netherton/Longthorpe.

The city of Peterborough has benefited from considerable expansion and enhancement under the New Towns policy. A re-developed city centre offers prestigious retail and commercial services and throughout the city a generous range of sporting, social and leisure facilities are provided. The school is close to the Nene Valley Country Park, which has been planned to cater for most outdoor recreational needs.

Although historically associated with engineering, the city now has a very broad employment base including service and high technology industries, which have relocated to Peterborough.

A range of excellent, good quality housing is available, much of it in newly developed areas.

In recent years the city has become popular with commuters because of its improved access to London. A regular and frequent rail service links the city to Kings Cross, London in forty five minutes. Plans are underway to upgrade the rail facility to a Euro-rail station. The nearby A1 has been upgraded to motorway status and provides good access to the national motorway network.



The Students

The school has a truly comprehensive intake of 1741 students of whom 251 are in the Sixth Form. The communities served by the school include extensive private residential housing nearby from which the majority of children come, a council estate and more established housing close to the city centre. About 66% of the school population are from ethnic minority backgrounds, the largest group being Urdu speaking of Pakistani origin.

We have for a number of years received students who are physically impaired and those who are deaf. A specialised facility provides support for these children although for most of their time they are integrated into mainstream teaching with the necessary support provided.

We have the highest expectations of all our students in terms of their commitment to work, learning, behaviour and conduct. These expectations are embodied in our school statement and elaborated in our agreed school policies.

All students are expected to wear school uniform as outlined in the agreed uniform policy.

The Staff

The school is staffed by 110 full and part-time teachers including those who work in support for students with special needs and with students who have English as an additional language. A further 132 staff work to support the technical/administrative and financial functions of the school as well as classroom support for those children with physical and hearing impairment.

Accommodation and Resources

The Governors have continually sought to improve and update accommodation and resources in the school. Consequently, the accommodation is fit for purpose and meets specialised requirements.

We continue to invest a substantial amount in our IT systems. The whole site is networked and there are a number of ICT suites that will each accommodate whole classes. Classrooms throughout the school are fitted with interactive whiteboards. Every teacher, either full time or part time, is equipped with a wireless enabled laptop which can access the school network.

Sporting and recreational facilities are generous including extensive playing fields (about thirty acres), a large sports hall, a gymnasium and an indoor swimming pool which is managed by the City Council but is used by the school during the day.

Drama and Music are accommodated in a building with a Drama Studio, suite of Music rooms and recording facilities.

The Sixth Form have their own study/social centre which has been upgraded.

As a PFI school our facilities managed by Bouygues Energies and Services Facilities Management.



Care and Guidance

Students are organised into 6 Houses of around 300 students with 14 tutor groups in each. In total there are 84 vertical tutor groups (Years 7-13) of around 20 students. The Personal Tutor remains with the Tutor group as it progresses through the school. All teaching staff are members of a House team which serves the needs of students in the school. The team is managed by a Head of House and supported by Student Support Officers. The Head of House and other teachers in the House Team play a crucial role in the care and guidance of individual students. All Years have a programme of Personal Development Education (PDE) which is delivered by a specialist team. This programme incorporates national curriculum themes such as health, careers, citizenship and environmental education. Personal Tutors and the PDE teachers assist students in post-14 and post-16 choices, and personal statements for University entrance.

The Curriculum

The curriculum at Jack Hunt School is a rich and varied one created to produce a broad and balanced experience in line with National Curriculum criteria. The Governors have a clear curriculum policy, which is available from the Headteacher on request. The curriculum is kept under constant review and the details below refer to the current curriculum.

For our Year 7, 8 and 9 students the curriculum consists of English, Mathematics, Science, Technology, History, Geography, a Modern Foreign Language (one from French, Spanish and Urdu, selected before commencing year 7), Physical Education, Computing, Music, Art, Drama, Religion, Philosophy and Ethics (RPE), and Personal Development Education (PDE).

In Years 10 and 11 students follow the Core National Curriculum subjects of English, Mathematics, Science, PE, RPE and PDE. Students are also offered 4 guided option choices. These are selected from GCSE (Art and Design, Business Studies, Citizenship, Computer Science, Drama, Food Technology, French, Geography, Graphic Communication, History, Music, Product Design, Religion Philosophy and Ethics, Sociology, Spanish, Sports Science, Triple Science, Urdu), BTEC (Business, Dance, Sport) and Cambridge National (Health and Social Care) subjects. Some students can also access specialist vocational courses at the local Peterborough Regional College.

In the Sixth Form there is the opportunity to study from 25 Level 3 courses including 23 A Level courses, Applied A Level in Health and Social Care, and BTEC Level 3 in Medical Science. Resit lessons in English and Mathematics GCSE are available if required. All Sixth Form students have PDE lessons and can also choose to study General Studies A Level, AS Citizenship, the Level 3 Extended Project Qualification or a Sports Leader Award in their 'Core' lessons.

Cognitive Ability Tests (CATs) are used at Key Stage 3 for benchmarking purposes and the use of Fischer Family Trust, 4 Matrix, RAISE online, ALPS and L3VA are well developed for target setting and progress measurement throughout all years.

There are 5 x 60 minute lessons and a 25 minute Tutor time lesson each day.

All students receive student planners which they are encouraged to use as an aid to organising and planning their studies.



Staff Development

We have a clear policy on staff development. All staff are inducted to the school and supported by their Team Leaders. We encourage and expect individuals to develop professionally and opportunities are provided within teams, at whole school level and through the use of outside agencies to improve individual and collective expertise. We value Professional Development Days as an ideal opportunity for individual, team and whole school training.

Appraisal for Teachers and Support Staff is closely linked to professional development.

Jack Hunt School became a Department for Education and Skills designated Training School in September 2000.

The school has a long history of working with initial trainee teachers from its principal Higher Education partner, the University of Cambridge, Faculty of Education. Other Higher Education partners include The Cambridge Partnership (Schools Direct), Teach EAST and The Rutland Teaching Alliance (School Direct).

The school works with other schools in a range of projects and participates in the School Experience Programme. A key focus of the Training School is to develop CPD with local partners. Training School status officially ceased in April 2012, however we continue to lead CPD and training across the city in support of Learning and Teaching.

Health and Safety

We have a comprehensive Health and Safety Policy which is monitored by a joint governor/staff committee.

After School Provision

The school has a vast range of clubs and activities after school and the facilities are open until 10.00 pm every evening and until 2.00 pm on Saturday and 1.00 pm on Sunday. The school runs its own Jack Hunt Dance and Theatre Academy and Music School which are extremely well supported. We also run activities in the holidays, including Transition week for Year 6s. We let our facilities to a range of users and we aim to be the hub of the community. Saturday Schools run every Saturday for Year 11s from October to June and there are many Evening Schools also.

The Jack Hunt Community Learning Trust

As a Trust School we are also looking to the future and the positive impact we can have on our students, families and the wider community through the Jack Hunt Community Learning Trust and the work we do with our partners Anglia Ruskin University, Anglia Water and our cluster Primary Schools.

The vision of the Trust is:

‘To increase opportunities and raise aspirations and standards to ensure that every child and young person achieves, enabling access for each learner to their next stage of education, training and employment. Emphasis will be on the acquisition of key skills essential for success beyond the secondary school and the creation of new opportunities to motivate, inspire and challenge our learners’.



SAFEGUARDING CHILDREN

The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

1. Convictions and ‘Spent’ Convictions of a Criminal Nature

You will appreciate that the Governors of the School must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders 1974 (exceptions) Order 1975, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999 and the Re-habilitation of Offenders Act 1974 (exceptions) (amendments) Order 1986, therefore, all convictions, cautions and bindovers, including those regarded as spent, must be declared. The fact that convictions have been reported against you will not necessarily debar you from consideration for this appointment.

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

In accordance with the recommendations of the Home Office, all successful candidates will be the subject of a request to the Disclosure and Barring Services (DBS) which provides details of a persons’ criminal records including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC).

The Enhanced Disclosure will also contain details from lists held by the Department of Health (DH) and the DFE. An Enhanced Disclosure may also contain information held by local police forces.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

2. Child Protection Statement

It is our aim at Jack Hunt School to promote the general progress and well-being of students and to safeguard their health and safety. All staff at the school must be aware of the procedures for dealing with a disclosure of abuse and must also know what to do if they suspect that there is a possible case of abuse.



The safety of every student in the school is everyone's concern. Every student is entitled to be free from fear.

There is a named Child Protection Officer who will follow through any disclosures and take any necessary action. The Child Protection Officer is supported by 2 additional Child Protection team members.

The school has a detailed Child Protection Policy.

All staff must adhere to the Safer Code of Conduct for all Adults (August 2016) working with students (part of this pack) and be familiar with KCSIE September 2016.

3. Equal Opportunities Statement

The school's commitment to equality of opportunity for all members of the school community is embodied in our school statement:-

'All people are of equal value regardless of ability, age, background, class, race or sex'

'We show respect for ourselves and others'

Clearly indicated is a concern for the well-being and development of all students and staff. It is in this context that we see it as part of our professional concern to address those issues which impinge upon the quality of educational provision and assess our response to ethnic differences, ability, disability or impairment, gender and socio-economic factors (class).

The school's commitment to these principles is outlined in its policies on Equality and Diversity.

4. Recruitment of Ex-Offenders

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the post and the circumstances and background of your offences.

As an organisation which uses the Disclosure and Barring service (DBS), the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Governing Body are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The Governing Body has a detailed policy on the recruitment of ex-offenders.



RELOCATION SCHEME

This scheme applies to teachers with QTS appointed to teaching posts at Jack Hunt School covered by the School Teacher Pay and Conditions Document. If, as a result of taking up an appointment with Jack Hunt School the teacher is required to move residence (owned or rented), this scheme provides financial assistance towards the costs of moving home and resettlement nearer to the school.

Eligibility

- a This scheme will not apply where the journey to work could reasonably be undertaken without moving home and this would normally be regarded as a return journey of 80 miles
- b The appointment to Jack Hunt School is the reason for moving
- c The teacher moves at least 15 miles nearer to the school but within 25 miles from the school.
- d The move is completed within 2 years of taking up the appointment and the final claim is made within 6 months of moving house
- e The post to which the teacher is appointed to is permanent or in excess of 24 months
- f Their spouse or cohabitee is not entitled to claim a similar allowance from Jack Hunt School

a Removal Expenses

- i) The grant for removal expenses will be 100% of the actual cost of removal (up to a maximum of £500) subject to the maximum amount being based on the lowest figure of three written quotations from reputable removal firms.
- ii) The teacher can claim only once for removal expenses and the claim must be made within 3 months of taking up residence in the property.
- iii) The teacher can claim the reimbursement for the storage of their furniture of 100% of the cost up to maximum of 6 months duration of storage.

b Lodging Expenses

- i) An allowance of up to £50 per week will be paid for a maximum of 26 weeks, effective from date of commencement of employment, on production of an invoice.



c Daily Travel

- i) Where the teacher chooses to travel between the school and his home (over 40 miles away) and can do so without having any effect on their performance, they may be paid an allowance of £30 per week for a maximum of 26 weeks. This benefit is taxable.

d Settling In Payment

- i) Jack Hunt School will provide a settling-in allowance of up to £400 for connection of cooker, refrigerator, curtains, carpets and essential minor adaptations. Receipts must be provided.

e Legal Costs/Fees

- i) House Purchase

Solicitors Cost	100%
Valuation Survey	100% (not full structural survey)

- ii) House Sales

Solicitors Cost	100%
Estate Agents	100%

f Conditions of Scheme

- i) Should the teacher leave the school or be dismissed:
- after 12 months but less than 2 years service, full reimbursement of funds received, proportional to the length of service will be demanded.
 - after 12 months but less than 2 years service, an allowance will be deducted equal to 1/24 of the un-served period.
- ii) The scheme is only available on the first property purchased and is not transferable to a subsequent property. If a house sale falls through only one payment will be made.
- iii) The maximum amount payable under the scheme will be £2,500.

g Receipts

Receipts must be provided for all claims.



Code of Conduct for all Adults working with Students

Jack Hunt School has a Code of Conduct for All Adults Working with Students which aims to help minimize the risk of any vulnerability to false or malicious allegations or abuse towards students. This code operates alongside but does not take priority over the school's Child Protection procedures.

Please click to **Code of Conduct for All Adults** to view our full policy, which needs to be read in conjunction with the **KCSIE September 2016** document.



OFSTED INSPECTION

Following an Ofsted inspection in May 2013, the following summary was issued by Her Majesty's Chief Inspector (HMCI):

Overall Effectiveness of the School – Grade 2

Jack Hunt is **a good school**. Attainment and progress are increasing in all key stages. Progress rates in English and Mathematics, and for 5 A*-C, including English and Mathematics, are rising rapidly. The school is reinforcing literacy and numeracy skills across all subjects. The Sixth Form is good and Sixth Form students make good progress. Attainment is rising at both A and AS level. Disabled students and those who have special educational needs make very good progress, particularly in the resourced provision for students with special educational needs.

Teaching is good and some is outstanding. There is no inadequate teaching. Books are regularly marked and students' presentation is good. Behaviour is good in and out of lessons. Students feel safe and parents and carers agree. The Headteacher is working effectively with Senior Leaders, Staff and Governors to drive improvement forward.

Subject Leaders use data well to monitor and evaluate student progress and adjust their planning. Governors support and challenge the school effectively through regular visits and have a good understanding of the school's place in the local community. Spiritual, moral, social and cultural development is well promoted. Students' attitudes to the school and to learning are very positive.

Jack Hunt is not yet an outstanding school because teaching is not yet consistently outstanding. A very few lessons require improvement because pace and challenge are not rapid enough. In some lessons, students have too few opportunities to take a lead or explore learning independently. Sometimes, marking does not show students how to improve their work. Opportunities for students to develop their learning through further reading and research are inconsistently developed.

The full report can be accessed on the following website:

www.ofsted.gov.uk

