

Hinchingbrooke School



Hard Work High Standards Kindness



Dear Applicant

Thank you for your interest in this post.

Before you complete the application form, please read our application pack carefully. You may also wish to look at our website, which includes a section on [Working for Hinchingsbrooke School](#)

The application form can be downloaded from our website, or you can request a hard copy from the school (contact the Principal's PA, details below). Please return your completed application form to:

**Mrs D Warner, PA to the Principal
Hinchingsbrooke School
Brampton Road
Huntingdon
Cambridgeshire
PE29 3BN**

Or email it to jobs@hbk.acesmat.uk

Please note that if you return your application electronically, it is not necessary to follow it up with a paper copy as well. If you are invited for an interview, we will ask you to sign a copy of your application then.

Please DO NOT send us your CV as it is not going to be considered.

If you wish receipt of your application to be acknowledged, please make sure that you advise us in your email or enclose a stamped self-addressed envelope with your returned application.

Short-listing for the post will take place shortly after the closing date and you will be notified of the outcome in due course.

We welcome applications from all sections of the community and we carry out diversity monitoring in order to help us monitor our recruitment processes and establish whether we offer real equality of opportunity for our prospective and existing staff. The personal information requested in our monitoring form (via our website) will help us to ensure that our policies and practices are fair and effective. The monitoring form will not form part of the selection process and the information provided will be treated in strictest confidence and processed in accordance with the Data Protection Act 1998. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

We will make sure, whenever possible, that the application process is adapted to suit the needs of applicants who have a condition that gives them rights under the Equality Act 2010. If you have difficulties or are unable to complete the application form because of a DDA condition, please contact us as soon as possible to discuss in confidence.

In the meantime, if you have any queries or you experience problems with accessing the relevant documents, please contact the Principal's PA on 01480 375675 or jobs@hbk.acesmat.uk

HINCHINGBROOKE SCHOOL – Message from Mark Patterson, the Principal

Thank you for your interest in our school.

Hinchingbrooke is one of the country's largest co-educational secondary schools with a current roll of around 1900 students aged 11 to 18 years and a Sixth Form of 400 around students. It is built in the beautiful parkland grounds of Hinchingbrooke House, the former home of the Cromwells and the Montagus. Charles I almost certainly sat at the oak table, now in the Chapter Room, for his meals whilst a prisoner during the Civil War. Several Kings and Queens have graced its rooms, including Elizabeth I, whose arms now are displayed above the bow window. This heritage gives staff and students a very special pride and sense of identity.

Whilst The House provides a gorgeous traditional setting, we have a 21st Century approach to education, and we aim to provide a high-quality education for all our students, so that they learn and achieve well, and develop as well-rounded young people who are ready to take the next steps in their own personal learning journey. We are proud members of the ACES Academies Trust, which currently comprises four schools.

Our core values are Hard Work, High Standards and Kindness, and these sit alongside our Student Leadership Values of Responsibility, Empathy and Pride, promoted through HBK.COM.

We are clear on our key focuses at Hinchingbrooke. These are how we learn best, how we teach, and how we behave. We think these key focuses, alongside a broad, balanced and ambitious curriculum, are the most important foundations for success at school. The Hinchingbrooke Approach to Teaching and the Hinchingbrooke Approach to Behaviour capture our views about what works best for our young people.

We enjoy outstanding specialist facilities, especially those for the Arts and Sport, but the real strength of the school is its staff and its students. Our staff, both teachers and support staff, are dedicated professionals who regularly 'go the extra mile' for the young people in our care; and our students are warm, well-rounded young people, of whom we are very proud.

We take continuing professional development (CPD) very seriously and we are very keen both to learn from our staff and to support them to develop as strong professionals.

The Senior Leadership Team includes the Principal, three Vice Principals and six Assistant Principals, one of whom leads the Sixth Form.

The school's teaching departments are divided into three Faculties. For 2021-22, the faculties are:

STEM Faculty	CREATIVITY & PERFORMANCE Faculty	GLOBAL Faculty
Head of Faculty: David Pendlebury (Assistant Principal)	Head of Faculty: Matthew Pinder (Assistant Principal)	Head of Faculty: Priscilla Solvar-Isida (Assistant Principal)
Administrator: Jackie Moore	Administrator: Danni Smith	Administrator: Dani Dow
Subjects: Science Maths ICT & Computing Business Studies Social Sciences	Subjects: Art (inc. Ceramics & Photography) Music (inc. Music Tech) Film & Media Studies Design Technology (Food/Textiles) Dance Drama PE	Subjects: English MFL History Geography RPE

The Year Teams and student guidance and welfare are structured into mini-Schools. For 2021 to 2022, these are:

Lower School	Middle School	Upper School
Head of Year 7: Dan Milner SSO for Year 7: Caroline Pittock Head of Year 8: Helen Nichols Year 8 SSO: Alesia Dickinson	Head of Year 9: Chloe King Year 9 SSO: Liz Erskine Head of Year 10: Andrew Hobley SSO for Year 10: Lucy Standen Head of Year 11: Katie Pugh Year 11 SSO: Vikki Taylor	Head of School: Vicky Rix Deputy Head of School: Year 12: Kate Moyes Year 13: Carla Black Sixth Form SSO: Joanne Edwards
Administrator: Nicola Darbyshire	Administrator: Julie Connor	Administrator: Ann Stephenson
Years 7 & 8	Years 9, 10 & 11	Years 12 & 13

Students have a strong affection for our school and they represent it with pride. Sixth Form students play a key role in the school by leading the inter-House activities and competitions and by supporting younger classes. Participation levels are high, and the school offers a wide range of extra-curricular opportunities to ensure the education of the whole person.

Hinchingbrooke School is a good school, and, in many ways, it is a great school; but we are also ambitious – we want to be even better. We are always seeking to recruit high-quality staff who share our Mission, our Values and our Key Focuses and who are keen to both improve themselves and to help us improve the school. We look forward to your application.

Kind regards



Mark Patterson
Principal

EQUALITY AND DIVERSITY

ACES Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

SAFER RECRUITMENT

ACES Academies Trust fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children. All interview panels will include at least one member of staff or leadership with current safer recruitment training.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the appropriate bodies via the Designated Person for Child Protection.

Our Trust Recruitment and Retention policy and our Safeguarding and Child Protection policies set out how each school's governing body, and the Trust, discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students at the schools.

SAFEGUARDING

ACES Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff, prospective staff and volunteers to share this commitment.

PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

The school will operate safer recruitment practices including ensuring appropriate Disclosure and Barring Service checks and reference checks are undertaken according to the DfE document 'Keeping Children Safe in Education'.

ACES Academies Trust operates a strict programme of pre-employment checks including but not limited to: Enhanced DBS Check, barred list check, professional references, qualification checks, prohibition from teaching, identity and right to work in the UK checks, medical and Section 128 checks. All offers of employment are subject to satisfactory completion of all pre-employment checks.

RECRUITMENT OF EX-OFFENDERS

It is the Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview 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, bind-over order, 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 Criminal Justice & Courts Services Act 2000. In accordance with the Criminal Records Bureau Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full CRB Code of Practice is available at www.disclosure.gov.uk.

GENERAL DATA PROTECTION REGULATION

All information provided in your application form and throughout your application process will be processed and retained in compliance with the Data Protection Act 2018 and GDPR. Further information is available in our Privacy Notices and Data Protection Policy which can be found on our website: www.acesacademies.co.uk

Other Notes:

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

Canvassing, directly or indirectly, an employee or governor will disqualify the application.

The Trust is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.



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