

Broomfield South SILC

Recruitment Information Pack

2024/2025 Academic Year





About Us

Our school is for young people aged 2-19 and we support over 200 pupils with a wide range of learning needs from moderate learning difficulties, severe learning difficulties, complex and multiple learning needs and Autism. Some students have additional needs including physical, medical, speech and language, visual, hearing or sensory impairment.

Most of our pupils are based on our main site and we have two partnership provisions at Rodillian Academy and Windmill Music Federation Primary school where there are opportunities for personalised inclusion.

Broomfield SILC is a vibrant, happy and successful school where the needs of our learners are paramount. All decisions are taken with the best interests of our pupils at the heart and we pride ourselves on providing learning experiences that are creative, aspirational and truly personalised to each individual; enabling all our learners to achieve their full potential.

Our motto is 'Investing in Individuals, Transforming Lives' reflected in our aim to provide a nurturing and stimulating school environment in which all pupils are encouraged to adopt a healthy lifestyle and feel happy, safe and secure. Our pupils demonstrate a strong sense of community and fairness for all. We endeavour to help our pupils take their place in society and be tolerant, understanding and respectful of the rights of others.

Our school values are intrinsic to all ways of working and we celebrate individual achievements, work hard to forge excellent relationships and provide opportunities for all our pupils to develop their strength of character and independence.

Kathryn Bryan
Headteacher

What are the advantages of working in our school?

You Can Receive:

- Term time working
- Union approved rates of pay
- Sick pay*
- Free onsite parking
- Annual appraisals
- Training and education at work

You Can Opt into:

- Pension scheme
- School staff discounts
- Career progression
- Employee assistance programmes
- Wellbeing resources

Our Culture Consists Of:

- An inclusive and diverse workforce
- Working together as a team to meet our learners' needs
- Being part of a local community school that contributes to the community
- Training, development and support to be the best you can be

*Depending on length of service



Job Application Guidance Notes

Get to know the school:

- Look at our website - understand what our school mission is and what our values are
- Be aware of our safeguarding policies and processes
- Arrange a visit to the school - contact us to book a place on a recruitment open day and come to meet us! Contact details are on page 9

Your Application:

Shortlisting (deciding who to invite to an interview) is based on those who meet the essential criteria. Therefore, make sure you:

- Read the job description and person specification - the skills, experience and qualifications will form the basis against which you will be assessed. Identify what is essential Vs desirable and make sure you showcase these in your application
- Try to identify key words and phrases and provide examples of such.
- Take your time to complete the application.
- Employment History - include months and years from your first post after education. Make sure you account for any gaps in employment
- References - If you have worked in a school, your reference MUST be the Head teacher.
- Look at our example application form for reference

Do you have the skills, knowledge & experience required?

- Use the information in the job description and provide examples of how you meet these criteria.
- What is your understanding of working in a classroom?
- Why do you want to work in a Specialist setting?
- What is your experience of working with children and young people?
- Ensure that you include your education qualifications as well as any other relevant training and professional qualifications including any volunteer work.

Sample Questions at Application

Guidance Notes

Knowledge

- Working with or caring for children of relevant age
- Understanding classroom roles and responsibilities and your own position within these
- To be aware of policies and procedures relating to child protection, H&S, security, confidentiality and data protection

Experience:

- Supporting children with medical needs or welfare matters
- Establishing good relationships/being a role model
- Prepare and maintain resources
- Working as part of a team
- Attended any relevant training

Skills:

- Using basic technology – computer, photocopier
- Ability to relate well to children and adults
- Ability to work constructively as part of a team

*Depending on length of service



Your Interview:

- Bring along required qualifications, proof of ID & disclosure paperwork that is issued when you are invited to interview
- Think about the skills, experience and knowledge that you could bring to the role. This could be both professional and personal experiences, also any volunteer work you have done.
- We will ask you about your understanding & experience of safeguarding
- Experience of working with children or vulnerable people
- Ability to manage change and/or overcome obstacles

Make use of the STAR technique - talk about the **Situation**, **Task**, what **Action** you took and the **Result**

Other Resources Available:

- <https://www.cv-library.co.uk/career-advice/start/job-application-form-tips-tricks/>
- <https://nationalcareers.service.gov.uk/careers-advice/application-forms>
- <https://jobs.leeds.gov.uk/guidance>
- [Example Application Q & As](#)

FAQs:

What documents do I need to bring to my interview?

At interview we ask you to bring proof of ID which can be a passport, driving licence, birth certificate and proof of address which can be a bank statement, utility bill etc dated within the last 3 months.

What in-house training will I receive?

You will receive all the school mandatory training such as safeguarding, online safety, child on child abuse, manual handling, fire awareness, and other training that will be relevant to your role, such as Team teach etc.

What support will I receive for a medical condition or a disability?

Having a disability shouldn't stop you from applying. We have an occupational health partner who we can work with to ensure both you and our children are safe.

I haven't worked in a school before; does that matter?

No, as long as you meet the essential criteria for our roles you do not need to have experience of working in a school. Please draw on other areas of experience within personal or volunteer roles.

I have been out of work for a long time. Should I still apply?

As long as you can explain any gaps in employment then we would welcome your application.

Contacts at Our School

Headteacher: Kathryn Bryan

Broomfield South SILC, Broom Place, Belle Isle, Leeds, LS10 3JP.

If you have a query about any of the roles advertised please contact Lyndsay Beddoes – HR Manager via telephone or email:

Telephone: (0113) 277 1603

Email: broomfield@broomfieldschool.org.uk



Commitment to Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Any successful candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check. The details of the DBS Code of Conduct can be found here: <https://www.gov.uk/government/publications/dbs-code-of-practice>

We must remind any applicants that employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply. Successful applicants will receive a comprehensive induction programme, CPD and become a member of a supporting and inspiring school

Disclosure and Barring and childcare disqualification

Broomfield South SILC is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) means that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website. If Broomfield South SILC has pupils aged 8 and below, the DBS check will be used to ensure compliance with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for Broomfield South

Checks for Prohibitions, Directions, Sanctions and Restrictions

Should an offer of appointment be made, Broomfield South SILC is legally obliged to verify professional qualifications and ensure that a candidate to be employed to carry out teaching work or carrying out school management is not subject to a prohibition order, or any sanction or restrictions. Any data processed as part of these checks will be processed in accordance with data protection legislation and the privacy statement for Broomfield South SILC.



Commitment to Safeguarding Statement Cont...

Right to work in the UK

Broomfield South SILC will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you acknowledged that such evidence will need to be provided should an offer of employment be made.

Mental and Physical Fitness

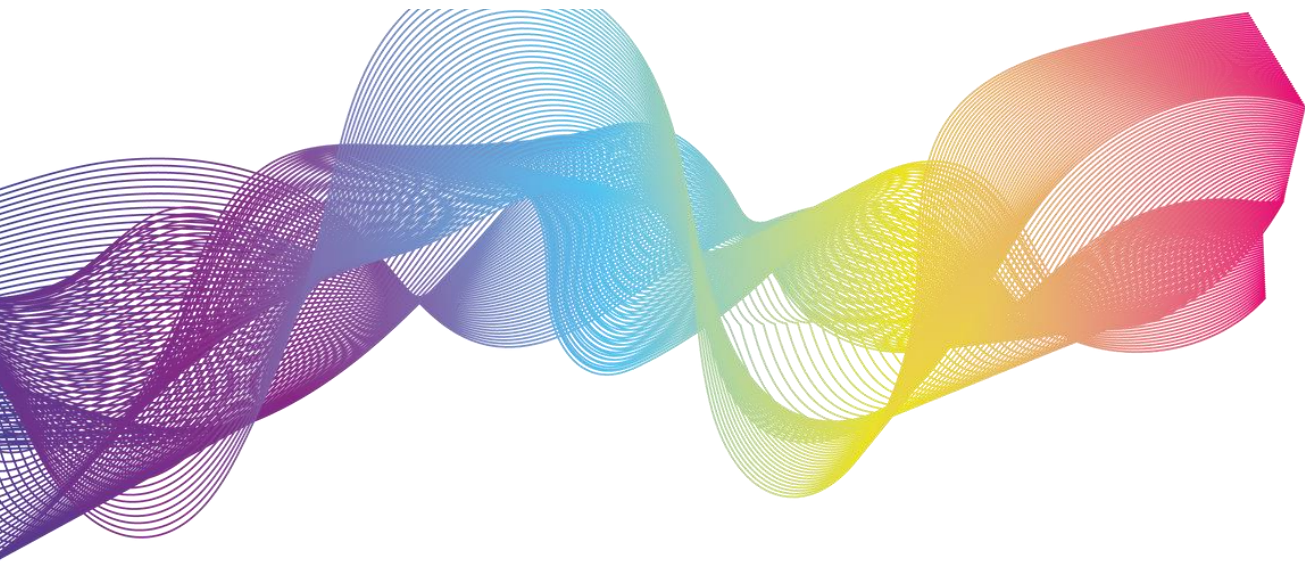
Broomfield South SILC will require you to confirm you have the mental and physical fitness to carry out your work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003. By signing this application, you acknowledge that such confirmation will be required should an offer of appointment be made.

Verification of Identity

Broomfield South SILC will require you to provide proof of **YOUR** identity in accordance with Keeping Children Safe in Education guidance. This will include obtaining a copy of your birth certificate, where this is available. By signing this application, you acknowledge that such verification will be required should an offer of employment be made.

Online Searches

Broomfield South SILC are required to conduct online searches about you as part of their selection and appointment process in accordance with Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. By signing this application, you acknowledge that such searches may be conducted as part of the process.



Testimonials from our School Community



"I would most definitely recommend this school, year on year it is improving by changing to suit the individuals who attend"

"Definitely best choice was moving to Broomfield school wish I'd had made the choice sooner "



"It has been a very special experience in a really special school. It does not compare with any experience I have had before.

Firstly, of all, I felt your school is a really happy place, where children are safe and happy learning and flourishing in their own path and secondly It is amazing the commitment, enthusiasm and professional skills I have seen in all the staff. I am very impressed with this experience that will be a strong educative reference and I have seen so many things that are a new approach for me to education."

