



Broomfield South SILC

Recruitment Information Pack



Specialist Inclusive Learning Centre



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

'Broomfield SILC is an amazing place to learn and to work!'

We have a vibrant and friendly school community where everyone is valued and respected. We are looking to recruit within our Learning Support staff team and in turn we can offer a great range of professional development and opportunities to develop skills around SEND.

If this sounds like somewhere you might like to work please read on.



Broomfield South SILC

What is in it for me?

You Get

- Term time working
- Union approved pay rates
- Sick Pay**
- Free Onsite Parking
- Annual Pay rises
- Appraisals
- Training and education at work
- (**depending on length of service)

Opt In To

- Pension scheme
- School staff discounts
- Career progression
- Employee Assistance Programmes
- Well-being resources

Our Culture

- Social responsibility
- Inclusive and diverse workforce
- Team spirit
- Community feel
- Trusted to be responsible in role
- Work/Life Blend

Testimonials



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

Parent feedback- November 2022

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

Parent feedback- November 2022



"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."

Student Teacher feedback-
November 2022





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.

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 good use of the STAR technique - talk about the **Situation**, **Task**, what **Action** you took and the **Result** - [STAR Method](#)

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](#)

Sample Application Form including Guidance

Notes

<p>It is not necessary to complete this page if you are applying for a manual job</p>
<p style="text-align: center;">Knowledge</p> <p>Please show that you have the <u>knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.</u></p> <p><i>Examples of:</i></p> <p><i>Working with or caring for children of relevant age</i></p> <p><i>Understanding classroom roles and responsibilities and your own position within these.</i></p> <p><i>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</i></p>
<p style="text-align: center;">Experience</p> <p>Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.</p> <p><i>Experience of working with children either through work, home or voluntary activities? Provide details, this could be anything in relation to some of the main duties of the post such as examples of:</i></p> <p><i>Supporting children with medical needs or welfare matters</i></p> <p><i>Establishing good relationships and being a role model</i></p> <p><i>Providing administrative support</i></p> <p><i>Prepare/ maintain resources</i></p> <p><i>Be aware of policies and procedures</i></p> <p><i>Take part in training</i></p> <p><i>Work as part of a team</i></p>
<p style="text-align: center;">Skills</p> <p>Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.</p> <p><i>Examples of:</i></p> <p><i>Using basic technology – computer, video, photocopier</i></p> <p><i>Ability to relate well to children and adults</i></p> <p><i>Ability to work constructively as part of a team</i></p>

Additional Information- this is for you to include anything you think we should know about you that we haven't asked yet. It is an opportunity to sell yourself – use it!!

Frequently Asked Questions

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.

Contact Details for our School

Headteacher: Kathryn Bryan

Broomfield South SILC

Broom Place

Leeds

LS10 3JP

Telephone: (0113) 277 1603

Email: broomfield@broomfieldschool.org.uk

If you have a query about any of the roles advertised please contact Lucy Aleksic or Ruth Hall

Telephone: (0113) 277 1603

Email: lucy.aleksic@broomfieldschool.org.uk or Ruth.hall@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, continuing professional development, and become a team member of a supportive and inspiring school.