

# Hillborough Infant & Nursery School



## Recruitment pack



## Headteacher Welcome Letter

Dear Applicant,

Hillborough Infant and Nursery School are proud of their learning environment where staff play a key role in driving standards and the progress of all our pupils with their learning journey.

We believe that our pupils deserve the best and through the collaborative working and efforts of our staff, pupils, parents and governors, our pupils are achieving their potential.

Our pupils are aged between **three and seven**, and we currently have a cohort of **308 children** and demand for places is high. We have strong links with our local feeder Nurseries, local Junior and Primary Schools.

As a school, we work hard to develop all our staff by supporting their growth and aspiration through supportive and targeted professional development. We are successful in this and are proud of our record of staff progression.

We have a culture of high expectation and standards and seek the best learning opportunities for all our children, regardless of their starting point. Our vision, mission and values can be found below:

### Vision

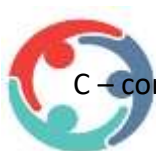
Our vision is for each child to discover their interests, be confident and curious in developing new skills and grow in their love of learning.

### Mission

- Everyone takes care of themselves, each other and our School;
- All children succeed; develop skills for lifelong learning and their ability to think independently;
- We value parents as their child's first educators;
- Our children, staff and governors go beyond expectations;
- Children are actively encouraged to make their own choices, knowing that they are in a safe and supportive environment;
- Children feel confident to take risks and make mistakes;
- We celebrate success!

### Values

At Hillborough Infant and Nursery School, our core values are to 'CARE'.



C – community



A – aspiration



R – respect



E – empowering

You can be sure of real fulfilment and a sense of achievement if you join our team.

I hope that you feel your professional and personal qualities coincide with the opportunities that we can offer you and I look forward to receiving your application.

Yours sincerely,

Josie Walter - Headteacher

## Recruitment process

### Job Advert

Within the job advert the below is the minimum information:

- Job title
- Hours
- Salary
- Contract type/ term
- Job Description and Person Specification – essential and desirable criteria

### Application

When completing your application, please complete the form providing full details of your education and employment history, including any unpaid or voluntary work.

When completing your supporting statement please consider how your experience could be transferable to this role and give clear examples of how you may have met the criteria in the person specification.

Please ensure that you have the essential criteria mentioned in the Job Description and Person Specification, e.g. the qualification relevant to the role. If you do not meet the essential criteria you will not be shortlisted to the post.

### Shortlisting candidates

You will be notified, via My New Term, as soon as possible after, if you have been shortlisted for the post.

Please note. **We reserve the right to interview and appoint and close this vacancy early if we receive sufficient applications for the role.**

### Pre-interview checks

#### 1. References

You must provide **two** referees one of which must be current/most recent employer and preferably from where you were engaged in a role that involved working with children. If you have not been in paid employment, please give details of two heads of any education or training establishment or managers of any voluntary group that you have worked for. References from a relative or friend will **not** be accepted. Two satisfactory references must be received before we confirm any offer of an appointment.

#### 2. Online check

Once shortlisted for interview an online check will be completed of each applicant.

The purpose of the search is to help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with you at interview.

### Interview checks and discussions

Please note that you will be required to produce the below documents at interview stage:

1. Your qualifications gained (relevant to the position applied);
2. An original document verifying your eligibility to work in the UK;
3. An original document verifying your identity (document with a photograph e.g. driving licence).
4. Proof of Address (e.g. Bank or Benefit statement issued within 3 months, Council tax or P45/P60 statement issued within 6 months)

Interview will comprise of the below:

- Observation

- Interview – with an interview panel of a minimum of two people. The interview panel have completed safer recruitment training
  - As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.
  - Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.
  - We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.
- Tasks – relevant to job role

### **Successful candidates**

If you are successful at interview stage, you will receive a call from a member of the interview panel who will verbally give you a conditional offer, which you will then receive a conditional offer letter.

Start date is subject to the satisfactory checks listed below:

- Two references
- Sickness Absence Reference (where possible)
- Verification of your identity (with photograph)
- Proof of eligibility to work in the UK
- An enhanced DBS disclosure
- Verification of qualifications (as appropriate to the post)
- Verification of medical fitness
- Completion of probationary period (if for a support staff position)

### **Unsuccessful candidates**

If you are unsuccessful at interview stage, you will receive a call from member of the interview panel who will verbally let you know that on this occasion you have been unsuccessful and receive an email via MyNewTerm. We invite you to ask for feedback to help in future interviews and apply again in the future.

### **Contact us**

Telephone: 01582 725764

Email: [admin@hillboroughinfantschool.uk](mailto:admin@hillboroughinfantschool.uk)

Website: [www.hillboroughinfants.co.uk](http://www.hillboroughinfants.co.uk)

Hillborough Road, Luton, LU1 5EZ

## Induction and Continuous Professional Development

### Induction

Upon completion of pre-recruitment checks, upon starting with us you will complete a preliminary induction introducing yourself as part of our team and familiarising yourself with our policy, procedures and protocols. Then with your new line manager you will complete a detailed induction, specific to your new post. This will ensure you have a better understanding of your new role and are familiar with all the systems in place before you start.

### Continuous Professional Development

As a school we are focused on being able to upskill our current staff and ensure that they are able to progress with their own professional development.

Hillborough Infant & Nursery School offers Initial Teacher Training and University placement each year across all key stages and in all year groups.

Here are some activities that we offer to help support CPD our staff:

- **Online courses:** Staff members are able to request online training through our Headteacher to support their own professional development.
- **In-house training:** Our school offer in-house training sessions on various topics.
- **Peer observations and feedback:** Teachers can learn a lot from observing their colleagues in the classroom.
- **Reflective practice:** We are reflective practitioners and we encourage that within our staff. Self-assessment and goal setting are important aspects of CPD.
- **Mentoring and coaching:** Experienced teachers can serve as mentors or coaches for newer staff members. This one-on-one support can be incredibly beneficial.
- **School-based projects:** Collaborative projects within the school can provide opportunities for professional development. Teachers can work together to develop new teaching materials or strategies.
- **ICT training:** Given the increasing use of technology in education, training in the use of educational software and hardware is essential.
- **Parent workshops:** Holding workshops for parents on topics related to child development and education can be an opportunity for teachers to refine their communication and presentation skills.