

## Hazeley Academy and Milton Keynes

As you approach along Portway or Tattenhoe Street you are met by the impressive glass face of The Hazeley Academy with the teaching wings sitting along the ridge behind. It really is a truly impressive, well-designed modern building.

The Hazeley Academy opened its doors to a small cohort of students in 2005 and is now an established successful Secondary school and Sixth Form with over 1450 students aged 11-18.

We are proud of the consistently excellent examination results achieved at Hazeley and work hard to ensure students also gain the personal qualities of Character, Confidence and Creativity needed to make a success in adult life. We measure this success not only on academic results but on what Hazeley students go on to achieve after leaving the academy.

A modern academy, Hazeley offers a vibrant learning environment which students take pride in. This allows us to recruit and retain the very best teachers. These teachers combine high level academic expertise, excellent teaching skills and a real concern for the wellbeing of each and every student.

The Hazeley Academy is consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our academy the very **BEST** place to work or study. This mission is embedded in our values. We develop **Character, Confidence** and **creativity** in our young people and each other so that together we can gain fulfilment by playing a positive role in our community. Staff development and wellbeing are a high priority and as such, we offer social events, health promotions, pension schemes, Friday morning staff breakfast and much more. This opportunity comes at an exciting time as we have recently formed the 5 Dimensions Trust with another highly successful local school, Shenley Brook End.

For more information or to look at our current Prospectus please visit us on:

[www.thehazeleyacademy.com](http://www.thehazeleyacademy.com)

Milton Keynes is an amazing place to live. We can offer you the attractions of a major city, all within easy distance of stunning countryside. We are a city of firsts - since we came into being in the 1960s, we have led the way in how people design and plan new towns. For more information about Milton Keynes please visit: <https://www.milton-keynes.gov.uk/http://www.destinationmiltonkeynes.co.uk/>



**Excellence in education: The Hazeley - a world-class Academy**

## Terms of Employment and Engagement

### Recruitment Process

Only those fulfilling the essential criteria will be shortlisted. References for shortlisted candidates will be taken and preferably received prior to the interview date where possible (one of which must be your current or most recent employer if not currently in work). On the interview day you can expect a tour of the academy, a staff and student panel interview, potentially a task; all of which will be followed by a final panel interview. Full details of the interview day will be sent to you prior to the date. You will be asked to bring with you to interview a valid form of picture identification, evidence of your right to work in the UK and where applicable, your relevant original qualification certificates. This documentation will be checked and photocopied by a member of the HR Team. When the recruitment process is finished, your application form and any interview notes will be stored securely for a maximum of six months then securely destroyed, save where you are employed as a result of this recruitment process. Please note that we will destroy all photocopies of documentation presented to us at the interview day following the interview process if you have not been appointed. *The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

We are seeking the best candidate for the post. That person will be someone who, as well as being qualified for the position, also satisfies us that they will help protect children and support the organisation's efforts to safeguard and promote their welfare.

### Equality and Diversity

**The Hazeley Academy is an equal opportunities employer.**

We are committed to the promotion of equality of opportunity and we place great value on the diversity of our Academy community. This is fundamental to the stated mission and values of the Academy. We will treat all students, staff and other members of our community with respect and dignity, and we seek to provide a safe and positive working and learning environment, free from discrimination, harassment or victimisation.

## Asylum and Immigration Act

In accordance with the Asylum and Immigration Act 1996, the Academy is required to ensure that only those legally entitled to work in the United Kingdom are offered employment. Candidates invited to interview will be requested to bring appropriate original documentation, demonstrating that they are entitled to work in the United Kingdom, to the interview.

## Disclosure and Barring Service

As part of our rigorous selection procedure you will be subject to a DBS check and an Enhanced Disclosure will be required from the DBS.

**The position for which you are applying involves contact with children and is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. You are required to disclose details of all cautions, convictions, bindover orders and warnings even if they are spent, except for those listed as protected cautions and convictions. Please refer to the DBS website, [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service), for more information. If you have failed to make any relevant disclosure or have included false or misleading information therein, you will be liable to dismissal.**

If during the course of your employment you are arrested, or summonsed for an offence or receive a conviction, a bindover order or a warning given by a police force you are required to inform the Principal and HR of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. **Failure to disclose such information may result in disciplinary action which could lead to the termination of your employment.**

## Qualifications

Appointments are offered subject to the candidate providing evidence of academic and/or professional qualification(s). These will be requested at the interview stage.

## Medical

This position is subject to the Academy Medical Advisor being satisfied that the successful candidate is medically fit for the post. This process does not normally involve a physical examination. A questionnaire will be sent to the successful candidate. The successful candidate must be declared fit before commencing employment.

## Probation

For new support staff you are required to serve a probationary period of 6 months.

## Salary and Final Salary Pension Scheme

All salaries are on the teacher's main/upper/Leadership pay scale as defined in the School Teachers' Pay and Conditions Document or the NJC range for support staff. Your salary will be paid in twelve equal instalments, directly into your bank or building society account, on the last working day of each month. All new members of Academy staff are automatically entered into either the Teacher or Local Government Pension Scheme (for support staff). The HR Team can supply further details of the scheme.

## Induction

All new staff will be supported to settle into their new job and get to know the Academy systems and procedures during induction. The induction arrangements include a meeting with Human Resources on the first day of employment, local on-the-job support and an Academy wide induction programme.

## Expected Conduct for Staff

Staff members recognise that they are the adults in the organisation with a responsibility to model to each other, to students and to others, exceptional behaviour and proactive social responsibility. Shouting, swearing, insulting, gossiping, use of sarcasm, slander, libel, shows of anger or any other poor behaviour exhibited by staff – in public or apparent privacy; written or spoken, when associated with The Academy in any way is not acceptable, this includes when using social media. All recognise that we aim to create at The Hazeley, a safe, welcoming, and business-like learning climate for our key stakeholders (students). Staff will model this through their own behaviours – including excellent attendance, punctuality and presentation (business attire).

## Professional Development

Hazeley Academy is committed to the training and development of all staff to develop work related skills and aims to promote a culture of continuous professional development. There is a formal Appraisal process that provides a frame-work for performance review, helps individuals recognise their achievements, identifies training and development needs and considers career aspirations.