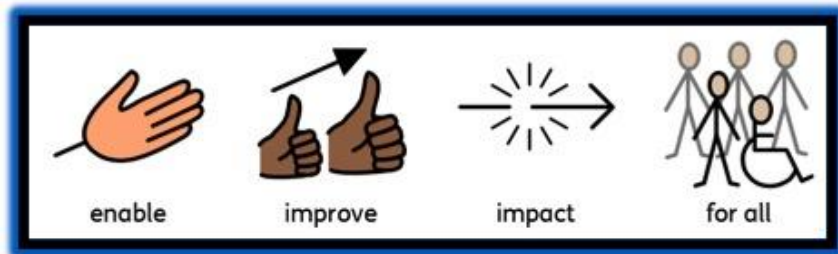


# Application guide

## Lady Zia Wernher School



LADY ZIA WERNHER SCHOOL

LZW School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Thank you for your interest in working at Lady Zia Wernher.

Lady Zia Wernher School is a special place of learning to enable pupil voice, curiosity, independence and happiness for today and tomorrow.

It is a maintained Luton community special school educating children in EYFS, KS1&2.

LZW School is on 2 sites. The original site is in Stopsley, only 2 miles from the Bedfordshire/Hertfordshire border. In September 2023 we expanded to a 2nd site on Strangers Way, Legrave LU4 9ND, close to M1 junction 11 and L&D hospital. This is due to the growing numbers of children with SEND requiring special school places locally. When completed the site will have similar facilities to Stopsley site and will have the same curriculum offer. Children will be placed at either venue, key criteria will be reducing travel times and shorter distance to each site.

The school has been awarded an Outstanding Ofsted grade since 2007 (5 occasions), <https://reports.ofsted.gov.uk/provider/25/109745> the latest in November 2023. The report commends the quality of training opportunities for all staff resulting in pupils learning and wellbeing are at the heart of the schools work

All children attending the school have severe or profound learning difficulties. Additional pupil needs can include physical, sensory and communication impairment, autistic spectrum disorder and/or complex medical needs. Pupils are either under assessment for or have an ECHP.

At Lady Zia Wernher School we aim to enable all to be the best they can be and to improve and impact lives. Our curriculum offers pupils engagement in differentiated teaching and learning supporting pupil progress and achievement. We celebrate success at all levels of education, equipping children for the next steps in life. A child's family is fundamental to their progress and successful learning, this is most effective when the school, professionals and families work in partnership.

At Lady Zia Wernher School we fully recognise our responsibility to the children of the school to give them the tools and grounding to help them become full members of their communities and the wider society. Everything we do hinges on giving the children independence to make choices and to express their voice. Schools have a duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

At Lady Zia Wernher School, we are committed to serving our local community and surrounding areas. We make the most of the opportunities our curriculum offers us to go out into the community for many of the learning activities. We recognise the multi-cultural, multi faith and ever-changing nature of the local community and the wider United Kingdom, and therefore those we work with. The school accepts admissions from pupils of all backgrounds, of all faiths or none. We follow our Equal Opportunities policy which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, ability, sexuality, political or financial status, or similar.

Our website aims to guide parents, visitors and professionals to a good understanding of Lady Zia Wernher School, we hope you will get a good idea of who we are and what we offer.

If you share our values of teamwork, inclusion and innovation and have high expectations of what children can achieve we would like to hear from you.

We are very proud of our school and we encourage and welcome visits. Please telephone for an appointment 01582 728705.

Once again, thank you for your interest and we wish you every success in your application.



Hilary Davies  
Head teacher

Thank you for expressing an interest in joining our school. This document provides information on the recruitment process. We hope you will find this information useful and we look forward to hearing from you.

### **Equal opportunities**

The school is committed to promoting equality of opportunity and takes positive steps to make its workplace a fair environment and to ensure it meets legal requirements in accordance with the Equality Act 2010. The nine protected characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

If you have a disability or impairment, and would like Lady Zia Wernher School to make adjustments or arrangement to assist if you are called for an interview, please state the arrangements on your application.

We will consider any reasonable adjustments to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

### **Online Application Form**

An online application form must be completed in full before it can be considered. Incomplete application forms or a form containing gaps in the information provided may be returned for completion before it can be considered. It is an offence to apply for a role working in regulated activity if you are barred from working with children.

The supporting statement should give clear examples of how the criteria of the job description and person specification is met.

As per Keeping Children Safe on Education, CVs will only be accepted alongside a completed application form.

A copy of the school's Child Protection Policy and Recruitment of Ex-offenders Policy are attached to the advertised vacancy.

Candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

### **References & referees**

We will take up references before the interview date. One of the referees must be the current or most recent employer. For previous school-based posts, this must include the Headteacher.

Two satisfactory references must be received before we confirm any offer of an appointment.

We reserve the right to seek references from previous employers other than those listed as referees.

Applicants who do not have previous employer references can provide references from academic institutions e.g. from teachers, lecturers or from voluntary organisations to which the applicant has contributed, or from personal referees.

### **Online Searches**

As part of the shortlisting process we will carry out an online search as part of due diligence on all shortlisted candidates.

Shortlisted candidates will be asked to complete a self-declaration regarding their criminal record and asked if there is any information that they wished to disclose that they think might make them unsuitable to work with children.

### **Interview**

Shortlisted candidates will be invited to interview, the invitation letter will contain full details of the interview process, interview task (if applicable) and request for original documents to check the following:-

- Identity check – identity checking guidelines can be found on GOV.UK
- Check of qualifications / certificates and QTS status via the TRA website
- Right to work in the UK (Birth Certificate and proof of NI, Passport, or appropriate visa documentation)

### **DBS checks**

The safeguarding of children and young people is paramount and the school is fully committed to the rigorous implementation of the DBS requirements. It is a statutory requirement that those new to the education workforce that undertake regulated activity must have an enhanced DBS Disclosure. This includes those recruited to the school from overseas, where additional checks will also be made.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

### **Medical Assessment**

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

### **Induction & Continuous Professional Development**

The Headteacher and School Governing Body are committed to ensuring your well-being and continuous professional development in this role. The school has a robust induction programme with you which will help familiarise you with the culture of the school, local practices and policies.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Support Staff employees are subject to a probationary period of 9 months.