

**Applying for a Job at**

**Warden Hill Infant School**

Dear Applicant,

Thank you for your interest in Warden Hill Infant School. We are pleased to enclose an application pack for the position of Before and After School Club SEN Assistant.

Please read the accompanying information carefully. Documents explaining the school’s recruitment process and safe recruitment and selection policy are enclosed in your information. C.V’s will not be accepted for this post. Only fully completed application forms will be considered.

If you are shortlisted for the role, you will be invited to the interview in writing. We will also carry out an online search. Please note that you will be required to produce original documents proving your eligibility to work in the UK, your identity (document containing a photograph e.g. driving licence and a current and valid British Passport) and qualifications at the interview.

You may be asked to explain any gaps or issues arising from the information you have provided and/or from employment references.

Issues relating to safeguarding and promoting the welfare of children will be explored at interview.

In addition, we reserve the right to contact current or previous employers as part of the verification process and pre-employment checks at the point of short listing unless you have indicated otherwise.

Thank you for your interest in Warden Hill Infant School. We look forward to receiving your application for this post.

If you have any queries with regards to any aspect of the recruitment and selection process, please contact Mrs Maxted – Headteacher Warden Hill Infant School.

Yours sincerely,

L Maxted

Mrs L Maxted

Headteacher

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Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy for which we are recruiting. We hope you will find this information useful and we look forward to hearing from you.

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| **Making an Application** |

**Application Form**

CV’s are not accepted as part of the application process. If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.).

You will note that we require details of two referees, one of which must be your current or most recent employer.

**Supporting Information**

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.**

**For Teaching posts,** in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of delivering teaching and learning and what impact your contribution would make in terms of raising standards at our school.

**The closing date for application is:**

**Thursday 8th August 2024 at 9.00am**

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| **Interview and Selection Process** |

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

**Interviews are scheduled to take place on:**

**Tuesday 20th August 2024**

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.

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| **Induction and Continuous Professional Development** |

The Headteacher and School Governing Body are committed to ensuring your wellbeing and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you this 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 new to the Council will be subject to a probationary period of 9 months.

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| **Pre-employment Checks** |

**Reference**

If you are shortlisted we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

It is an offence to seek employment in regulated activity if you are on the barred list.

Copies of references or references that are addressed ‘to whom it may concern’ will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

**Disclosure and Barring Service Check**

Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. And the completion of a Childcare Disqualification declaration. All such checks must be satisfactory before we confirm any offer of an appointment.

It is an offence to seek employment in regulated activity if you are on the barred list.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and /or unspent convictions may not necessarily make you unsuitable for appointment.

If you are permanently removed from employment, due to a safeguarding issue, it is our duty to refer the incident to the Disclosure and Barring Service.

**Validation of Qualifications**

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

**Right to work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identify will also be required.

**Medical Assessment**

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

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| **School Policies** |

**Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

It is the legal duty of the school to assist our colleagues with child protection enquiries. If we have to make a referral to another agency parents and carers will be informed unless informing the parent or carer would put the child at risk of harm. The Safeguarding of Children Policy is available from the school office.

**Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about the attitude or actions of colleagues.

**Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

The School Governors and Headteacher regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

**Equal Opportunities**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in school**

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**JOB DESCRIPTION**

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| **TITLE:** Before & After School Club Assistant for SEND Support |  |
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| **SCHOOL: Warden Hill Infant School** |  |
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| **RESPONSIBLE TO:** Club Co-ordinator |  |
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| **GRADE:** L1A |  |

**PURPOSE OF POST:** To help in the provision of out of school hours child care provision under the supervision of the Club Co-Ordinator.

**ORGANISATION CHART:**

Club Co-ordinator

**|**

**Club Assistant**

**PRINCIPAL RESPONSIBILITIES: %**

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| 1. | Assist in the supervision of children in the Before/After School Club for children with SEND , monitoring pupil attendance, helping to maintain a healthy, safe and well-behaved environment at all times, taking action as necessary. |  |
| 2. | Assist in the registration and the completion of forms as required. |  |
| 3. | Administer the lists of pupils to be collected from/delivered to classes each day, ensuring all personnel are appropriately informed. |  |
| 4. | Help in the taking of the register and in ensuring it tallies with the expected numbers, taking action as necessary. |  |
| 5. | Take in attendance fees and issue receipts for all monies received, ensuring all monies are secured on the premises. Keep a record of fees not paid. |  |
| 6. | Help to organise adequate refreshments. |  |
| 7. | Record any accidents/incidents properly, informing parents and others appropriately. |  |
| 8. | Ensure all Club equipment is cleared and locked away, leaving the premises clean, tidy and secure. |  |

**DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** Sundry funds relating to Club fees.

**Physical Resources:** Club play equipment.

**Other:**

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of ‘Regulated Activity’ as defined in the Safeguarding Vulnerable Groups Act 2006.

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 1974 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 School / Authority.

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk**

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff 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.*

**Physical Effort:** The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: **There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell**.

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff 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.*

*‘CVs will not be accepted for any posts based in schools.*

**Criminal record self-declaration form for jobs exempt from the Rehabilitation of Offenders Act 1974**

This form must be completed by all applicants for jobs, activities or posts that are eligible for standard or enhanced DBS checks. The information disclosed on this form will not be kept with your application form during the application process.

Please return this disclosure to the school **at least one day prior to interview**.

**Policy statement on recruiting applicants with criminal records**

We comply with the Disclosure and Barring Service (DBS) Code of Practice and have a written policy on the recruitment of ex-offenders which is available on request. Pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

This post is exempt from the Rehabilitation of Offenders Act 1974 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).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) or [Unlock](http://hub.unlock.org.uk/contact/) for impartial advice. There is more information on filtering and protected offences on the [Ministry of Justice website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable 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.

All cases will be examined on an individual basis and will take the following into consideration:

* whether the caution or conviction is relevant to the position applied for
* the seriousness of any offence revealed
* the age of the applicant at the time of the offence(s)
* the length of time since the offence(s) occurred
* whether the applicant has a pattern of offending behaviour
* the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
* whether the applicant’s circumstances have changed since the offending behaviour.

**It is important that applicants understand that failure to disclose all unspent cautions and convictions; and also any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal.**

**Criminal record self-declaration form**

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| --- | --- |
| **Full name**  |  |
| **Post applied for** |  |
| Do you have any unspent conditional cautions or convictions? **Yes [ ]  No [ ]** Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as [amended](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974))? **Yes** **[ ]  No** **[ ]** If you are not sure whether your caution(s) or conviction(s), should be disclosed please contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) for further advice.If you have answered yes, you now have **two** options on how to disclose your criminal record.**Option A:** Please provide details of your criminal record in the space below.**Option B:** You can disclose your record in a written statement provided that you tick the box below and attach the disclosure statement stapled to this form in an envelope. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post you are applying for.I have attached details of my criminal record separately **[ ]**  |
| **\*Only for posts working in regulated activity with children** Are you included on the DBS children’s barred list? Yes / No |
| If yes, please provide details here  |
| **\*Teaching posts only**Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable |
| If yes, please provide details here  |
| **\*Management posts in independent schools / academies only** Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable |
| If yes, please provide details here  |
| Have you lived or worked outside the UK?Yes / No  |
| If yes, please provide details here  |
| Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No |
| If yes, please provide details here  |
| **\*Applicants for posts in early years or later years childcare (wrap around care) only**The Disqualification under the Childcare Act 2006Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list): * Certain serious criminal offences
* Court orders relating to the care of your own child
* Being prohibited from private fostering

Do you have any reason to believe you are disqualified from working in childcare? Yes / No  |
| If yes, please provide details here  |
| **Please complete the declaration below:**I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role. **Signed**:  **Date:** |

**Please return this form to:** pbright@wardenhillinfant.co.uk

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.