

THE COMPASS PARTNERSHIP  
OF SCHOOLS

# CANDIDATE INFORMATION PACK

2023/24



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The Compass Partnership of Schools is an ethical and ambitious learning community that seeks to inspire every child to value their education, know themselves, understand others and work to create a fair, just and sustainable society

# WELCOME TO COMPASS

Dear Applicant

Thank you for your interest in a position within The Compass Partnership of Schools. I hope that the information in this information pack will assist you with your application and, more importantly, help you to develop an understanding of what it means to work within the Trust.

Our staff team is one of our greatest assets. We seek to recruit the very best staff so that we can deliver the highest quality, most effective education to each and every child.

We can offer a supportive environment with engaged children. We collaborate at all levels, which results in great development and career progression opportunities. We are committed to personalised professional learning opportunities which support our staff in doing their role and also in progressing their careers and we offer a comprehensive programme of CPD for all staff.

Our exceptional teachers, support staff and leaders come from a wide range of backgrounds, but they all share a deeply held commitment to give our children an outstanding education in an inspiring and happy school environment.

We are dedicated to organisational wellbeing and offer a range of benefits and support for staff with our wellbeing offer. We pride ourselves in promoting innovation by championing new ideas and ways of working and a supportive environment for staff to develop and flourish.

We look forward to receiving your application and meeting you as part of the recruitment process.

Yours,



John Camp  
**CEO Compass**



# TRUST INFORMATION

The Compass Partnership of Schools is a Multi-Academy Trust formed in 2017. The Trust has schools in in the Royal Borough of Greenwich in London and in Essex; 12 primary schools and one all-through special school.

We are committed to delivering the best educational outcomes for all children through high quality teaching and a knowledge-rich curriculum, and we pride ourselves on our inclusivity and commitment to each and every child, whatever their background, ability or need.

We are an innovative group of schools collaborating to transform lives, with social justice at the heart of everything we do. Our shared vision and values guide each child to become curious, enthusiastic, resilient and confident. We value and promote the ethos of each school, ensuring it is firmly at the heart of its community. As a civic trust we understand the important role we play in our local context and seek to build rich connections with local organisations and community groups. Through collaboration, we seek to build on the strengths that exist within our schools so that our collective intellectual capital benefits our broader Compass community.



Compass has supported my career progression from class teacher through to head of school. I have been coached, nurtured and developed at each stage of my career to enable me to thrive in and enjoy each of my roles.”  
Compass Head of School

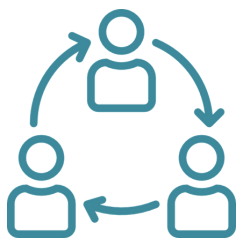
# EMPLOYEE BENEFITS

In addition to a rewarding career, we offer an excellent and comprehensive range of benefits for staff to enjoy. These include:

## *Continuous Professional Development and Learning Opportunities*



We are committed to ensuring our staff are equipped with the skills and knowledge, not just for their job now, but with a view to future development and progression. All staff have at least 3 Professional Development Conversations with their manager per year. There are a range of informal and formal professional development opportunities for teaching and support staff.



## *Collaborative & Supportive Culture*

We celebrate that we are all part of a big team with a common aim to provide excellent learning for the children at our schools. We have a highly collaborative culture and want to see all staff succeed and be happy.

## *Employee Assistance Programme & Occupational Health Service*



Our employee assistance programme offers 24/7 access to a free confidential employee assistance helpline, providing guidance and advice on personal and work-related matters, staffed by trained counsellors. Our Occupational health service is a confidential service for all our staff, offering advice on personal health, safety and welfare at work.



## *National Terms and Conditions and Access to Pension Schemes*

Pay awards are applied in line with national agreements, and we offer incremental pay progression. We offer access to the Teachers' Pension Scheme and the Local Government Pension Scheme.

# EMPLOYEE BENEFITS

## *Workload & Wellbeing*



Our Organisational Wellbeing Strategy and actions focus on workplace changes to support the wellbeing of our staff. All of our schools are represented at our Workload and Wellbeing Group which meets 6 times/year. The Group develops Trust-wide wellbeing initiatives and seeks feedback from staff about challenges and how to address them.

## *Family Friendly Policies*



The Trust offers flexible working to encourage staff to have a better work life balance including part-time hours, term-time-only working and job shares and we offer generous policies and enhanced entitlements in respect of Maternity, Paternity and Adoption.

## *Money Saving Deals & Vouchers*



Bespoke deals negotiated by the Trust and deals and vouchers available for those who work in the education sector in any type of role through <http://www.discountsforteachers.co.uk/education>

## *Trade Union Recognition*



We work closely with Trade Unions that represent our Teaching and Support Staff. We meet termly with employee representatives to proactively and positively manage employee relations.



# EQUAL OPPORTUNITIES & SAFEGUARDING STATEMENT

The Compass Partnership of Schools is an equal-opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.

We are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and fulfilling our statutory obligations as detailed in the DfE statutory Guidance, 'Keeping Children Safe in Education'.

It is important for us to recruit candidates who share this commitment and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable and that all candidates are subject to appropriate pre-employment checks. There are links to our Safeguarding Policy and our Job Applicant Privacy Notice [on the MyNewTerm website](#).

## Your Application

Where the role you are applying for involves engaging in regulated activity relevant to children, you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

## Interview

If you are invited for an interview for a position working with, or with access to sensitive information relating to children and young people, we shall assess your suitability by considering the following:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

## Pre-Employment Checks

The following pre-employment checks will be undertaken prior to appointment:

- Identity check
- References
- Occupational Health pre-employment screening
- DBS check (as appropriate)
- 'Barred List' Check (as appropriate)
- Evidence of qualifications applicable to the role
- Prohibition from Teaching Check (Teachers)
- Confirmation of registration with applicable registered body
- S128 Direction checks for managerial positions
- Additional checks for overseas candidates
- An online search (this will be carried out before your interview)

## Pre-Employment Checks (Cont)

Before any unconditional offer, successful candidates will also be asked to complete a self-declaration form to declare any unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

## Recruitment of Ex-Offenders

All posts with the Trust are exempt from the requirements of the Rehabilitation of Offenders Act (ROA) 1974, meaning that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on application.

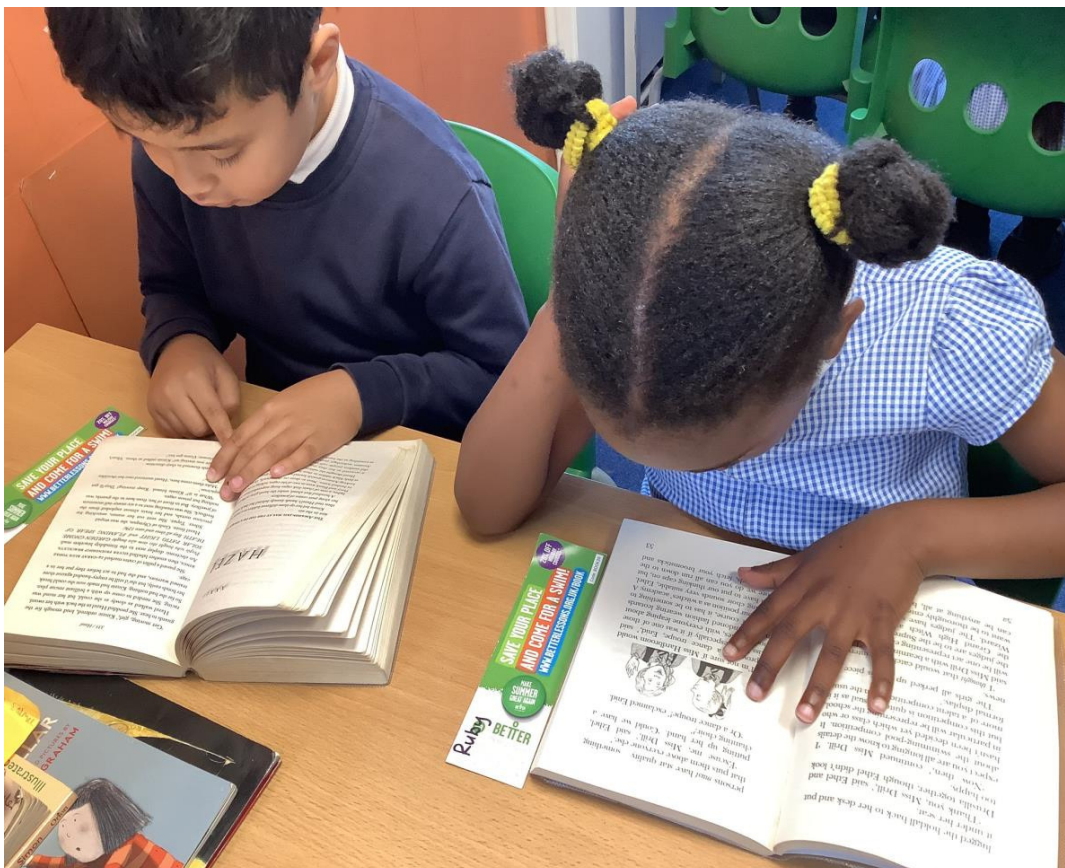
Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

## False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

## Further information

If you have any concerns or questions about answering questions about your criminal history, please contact Helen Cunningham, HR Director, at [hcunningham@compassps.uk](mailto:hcunningham@compassps.uk)  
You can also seek further information from organisations such as the Citizens Advice Bureau, NACRO (<https://www.nacro.org.uk/resettlement-advice-service/>) or Unlock.







# GUIDANCE FOR APPLICANTS ON OUR APPLICATION PROCESS

Once you have found the role you want to apply for, you need to make sure your application form gives you the best possible chance of getting an interview. The following tips will help you in the application process.

## Completing your Application

- Complete all parts of the application form
- Use clear, plain English. Do not use all block capitals or all lowercase
- Check your spelling and grammar. Read what you have written back to yourself; does it make sense?
- Tailor your application form to the job you are applying for by carefully reading the job description and matching your skills and experience to the criteria in the person specification (found at the end of the job description)
- The 'supporting information' section is your opportunity to really sell yourself. You can include information here that is not already covered elsewhere in the application form such as your skills, knowledge or experience relevant to the post, a brief explanation of any gaps in your employment
- Always back up what you are saying with tangible and relevant examples of your experience, achievements and any resulting key learning. So rather than just writing 'I am a good team player', give examples of teams you have been part of, your role within those teams and an explanation of what you achieved through working collectively.
- Don't forget to complete the equal opportunities monitoring form and send this with your application to the email address stated.

## Shortlisting

We will use the information in your application form (but not the equal opportunities monitoring information) to draw up a short list of candidates to be invited to interview. Shortlisted candidates will be contacted within 2 weeks of the closing date.

## The Selection Process

If your application is successful at the shortlisting stage, you will be asked to attend an interview with questions that relate to the essential criteria required for the role and our values. Some roles require you to take a test or give a presentation as part of the selection process. We will let you know in advance if this is the case.

In certain circumstances, we may decide to complete our selection process virtually. This might be by asking you to attend an interview online using certain software such as Microsoft Teams or Skype and asking you to undertake tests.

### Tips for virtual interviews

- Prepare for a video interview in the same way you would a live interview – be prepared to tell your story and think about questions to ask. While the medium may be different, the objectives of the interview are the same.
- Test your software before the interview. Make sure you're familiar with the settings and menus in case you need to make adjustments during the interview.
- Keep the recruiter's contact details handy in case technical issues prevent you from completing the interview and flag them immediately so that we can help you reconnect or reschedule.
- Ensure you have an appropriate user name, not a nickname – being thoughtful about these small things, just like you would at an in-person event, goes a long way.
- Try to join the event from a quiet room where you won't have any distraction
- Join the meeting on time
- Ensure you have a notepad and pen handy to write down useful information
- Always dress for the interview – you will feel more prepared and confident
- Be patient because sometimes the connection will lag and can lead to talking over one another. Try to limit internet traffic at home during your interview to avoid lag disruptions.
- Certain platforms have a "raise hand" function to indicate you'd like to ask a question.
- Don't forget to smile if you're on video conference – let your enthusiasm show!

### If you are successful following interview

If you are successful at interview stage, we will contact you by telephone to make a conditional offer. This will be followed up in writing asap. We will chase referees for references if we have not already received them and ask you to complete an online occupational health pre-placement questionnaire.

If the opportunity to work in our dynamic and ambitious organisation attracts you, we would be delighted to receive your application.

If you have any questions about working for us, please contact [hcunningham@compassps.uk](mailto:hcunningham@compassps.uk)

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