

THE COMPASS PARTNERSHIP
OF SCHOOLS

CANDIDATE INFORMATION PACK

2023/24



CONTENTS

Welcome	3
Trust Information	4
Employee Benefits	5
Equal Opportunities and Safeguarding Statement	7
Guidance for Applicants on our Recruitment Process....	9

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; 13 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

The Compass Partnership of Schools is firmly committed to the ongoing development of our exceptional staff. This also improves the quality of the educational experience for all our children. We recognise the value of our team members and believe they deserve opportunities to excel throughout their careers. This dedication is reflected in our comprehensive programme of Continuous Professional Development (CPD). We are a Trust that embraces ambition and innovation. This commitment extends to all our staff members. If you're looking for a place to collaborate, learn, and make a real impact, then we could be your perfect fit. Through our CPD programme, we offer a range of stimulating opportunities:

- Regular Coaching: Enjoy at least 3 supportive professional development conversations a year with your manager where you discuss your skills development, well-being, and career aspirations.
- A range of formal and informal learning options, including leadership programmes, workshops, conferences, mentoring, and online courses, tailored to teaching and support staff alike.
- Expanding their horizons by shadowing colleagues or even working across our other schools within the Trust family
- Observed practice of each other and with each other is central to our drive to build a professional learning community, which harnesses the best quality research and builds collective capital for school improvement.

Collaborative & Supportive Culture

At The Compass Partnership of Schools, collaboration is key. Our team members consistently praise the supportive environment and strong sense of teamwork within our schools. You'll never feel like you are alone – you'll be surrounded by passionate colleagues who are invested in your success. This sense of community extends beyond your school walls. The wider Compass network offers continuous support and provides a wealth of growth opportunities, no matter your role – whether you're a support staff member, an ECT (Early Career Teacher), a qualified teacher, or a school leader.

Our values of Optimism, Ambition, and Resilience are the cornerstones of our Compass family. Being part of our team means working in a positive and respectful environment where you're never alone. Our staff collaborate across schools in areas like safeguarding, assessment, and teaching. We constantly explore fresh delivery methods, supporting each other every step of the way. This collaborative spirit allows us to share the workload effectively. Easy access to leaders, open communication, and a strong feedback culture ensure you always have the support you need to thrive.

EMPLOYEE BENEFITS



National Terms and Conditions and Access to Pension Schemes

We at least match national pay and conditions within the education sector. Our sick pay, maternity and paternity pay meet or exceed national standards. All staff are auto-enrolled into either the defined benefit Local Government Pension Scheme or the Teachers' Pension Scheme. These schemes include a generous employer contribution. If this isn't right for you right now, you can opt out of the scheme at any time.



Workload & Wellbeing

Staff well-being is key to our success, and that's why we provide non-contractual benefits such as our employee assistance programme where support is available 24/7 including confidential independent counselling to our staff and their families.

Our Wellbeing Strategy focuses on changes to workplace practices and culture to support the wellbeing of our staff and to make our Trust an excellent place to work. 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.

Our Occupational health service is a confidential service for all our staff, offering advice on personal health, safety and welfare at work. Our regular staff survey helps school leaders to understand their teams, their motivations and how to ensure that all employees feel valued.



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 generous entitlements in respect of Maternity, Paternity and Adoption.



Money Saving Deals & Vouchers

Our Employee Benefits Platform allows all staff to access a range of products and services at reduced rates as well as discounts from a huge range of retailers.



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
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 RECRUITMENT PROCESS

Once you have found the role you want to apply for, you need to make sure your application gives you the best possible chance of getting an interview. The following guidance 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.

The Recruitment Journey

Apply Now: Submit your application through our system on MyNewTerm before the advertised closing date for the role. In some circumstances we may close a role early once we have a number of good candidates.

Shortlisting: We carefully review all applications against the person specification for the role to find the best fit for our teams. We will let you know if you have been shortlisted. If you have not been shortlisted we will let you know asap and will give you details about how to get feedback.

Selection: If you have been shortlisted we will give you full details of what to expect during our selection process. This will include what format the selection will take, where it will be, who will be involved, what you need to bring and anything specific you might need to prepare. Examples of commonly used selection methods are; in-class assessments, interviews, presentations, tasks

Before the selection date, we will apply for references for you, if you have given us permission to do so before interview, and we will conduct an online check.

On the selection day you will be able to ask questions of the interview panel and they will let you know when they expect to inform you of the outcome of the selection.

Following the selection, our panel will consider carefully all the information from your application and the selection process. They will use this information to make their decision about who to offer the role to and will let you know by phone or by email. We'll give you time to review the offer and ask any questions.

If you are sadly not selected we will let you know how to get feedback from us.

The Decision

Job Offer: If you're selected for the role and accept it, we'll send a conditional offer letter, outlining the position, salary, and benefits and let you know what the next steps are. This will include how you provide us with details to do a DBS check etc.

Pre-employment checks: we will then undertake all of our pre-employment checks and will keep you informed of progress. These can sometimes take some time and we recommend that you don't resign until we have confirmed our offer to you in an unconditional offer letter. Once you have this letter we will confirm a start date with you and will start planning your induction and orientation.

Welcome Aboard: We will give you information ahead of your first day to ensure that you know what to expect.

Please do ask any questions at all throughout this process. You can contact the person who is administering the recruitment process, whose details will be on any communication to you on My New Term.

