

Candidate Information Booklet



SEND AND PASTORAL ADMINISTRATOR
Start from January 2025

Prepare | Aspire | Succeed



Our School

Thank you for your interest in joining our school. Please contact Dan Fox (Deputy Head of School), if you would like to discuss this role further or to visit the school: dfox@cottesloe.bucks.sch.uk

Safer Recruitment

The Cottesloe School is committed to safeguarding and promoting the welfare of children and safeguarding checks will be carried out on employees, volunteers, governors and visitors. Please see the school's current Safer Recruitment Policy, Policy on Employment of Ex-Offenders and Child Protection (Safeguarding) Policy for further information, all available on the school's website (Safeguarding Policies area).

Our School

While our postal address is Leighton Buzzard, and our postcode is LU, our school is actually situated in the picturesque rural village of Wing, in Buckinghamshire. Situated close to the border with Bedfordshire, we offer a vibrant and inspiring learning environment in a peaceful setting.

We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

Ofsted 9 to 10 November 2021

- Continues to be a Good school
- The Headteacher has a clear vision for moving the school even further forwards. He is supported by talented and committed staff.
- Staff are very proud to work at the school.
- They feel valued because leaders consider their workload.
- Senior Leaders are ambitious for Cottesloe pupils.
- They expect them to 'Prepare, Aspire, Succeed' and pupils rise to the challenge.
- Pastoral care is a strength of the school.
- Pupils and staff treat each other with respect and courtesy. Around the building and in lessons, pupils behave very well.
- The school has strong systems in place to identify pupils with special educational needs and/or disabilities.
- Sixth Form students are excellent role models for younger pupils.

Prepare | Aspire | Succeed



We are looking for:

- A hardworking and enthusiastic Administrator to support our SEND and Pastoral Teams.
- Someone who is organised, efficient and able to work to deadlines.
- Someone who has experience of using MS Office and Google Docs and preferably a MIS database.

We can offer you:

- Students who are well behaved and willing to learn.
- The opportunity to work in a role that supports the school to help our students achieve their best.
- A friendly and supportive team with the opportunity for personal development.
- School-friendly term time working
- A wide range of benefits including Local Government Pension Scheme.

Our support staff team:

- We currently have 34 members of staff providing wide-ranging support roles within the school including examinations, administration, financial, technical, and site improvement, and 19 Teaching Assistants providing direct learning support to students



Our Staff

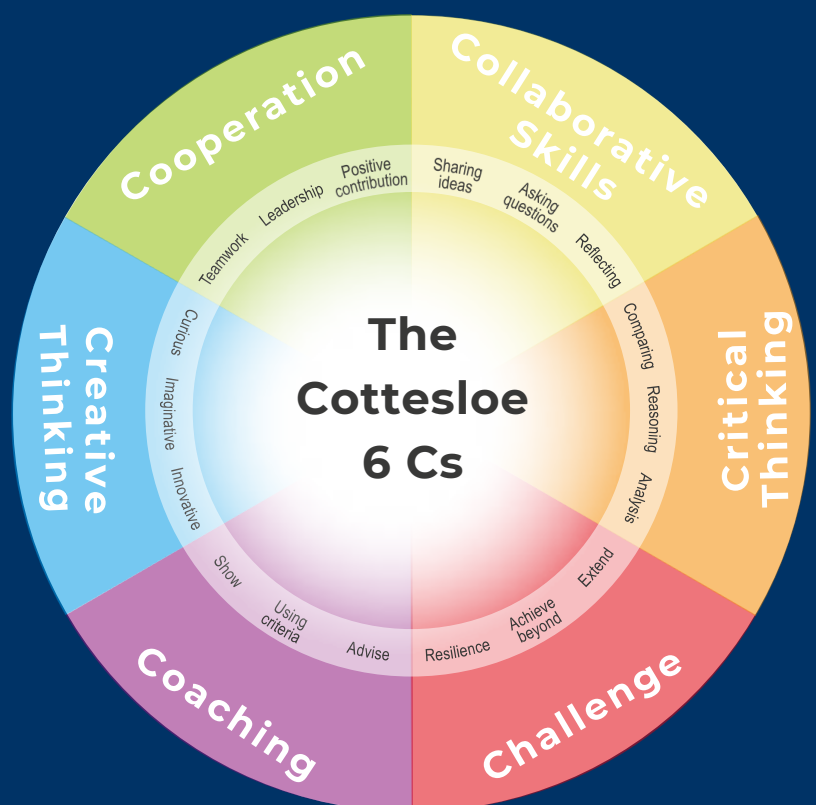


Staff are actively encouraged to contribute ideas to inform whole school planning and to participate in new initiatives. All staff are subject to an annual appraisal, and to a high quality programme of induction and ongoing professional development. We provide opportunities for staff to advance within the school with additional responsibilities available. A comprehensive programme of Inset training is designed to develop teaching and leadership skills, to further the aims of the school and to support colleagues to develop their careers.

Our Ethos

Students' personal development is encouraged through practical participation in a range of activities. In tandem with the whole school, our ethos is shaped by **Prepare, Aspire, Succeed**. We **prepare** our students meticulously for what they have to do in each year and in each Key Stage. All of the work that they produce is exponentially building their skills, to ensure that they are fully equipped to achieve their targets and exceed these. We, thus, encourage our students to **aspire** to the very highest levels and celebrate their achievements with them when they succeed. We strive to teach to everyone's strengths and make our lessons as engaging as they can be, whilst differentiating and extending as a matter of course.

**Developing
Learning
Habits
to succeed**



Chromebooks

At The Cottesloe School, we're dedicated to equipping every student with the tools to thrive. That's why we've partnered with Freedom Tech to introduce the Chromebook Initiative, providing students with a secure and versatile learning device.

Chromebooks go beyond traditional laptops. They offer a streamlined and user-friendly experience ideal for educational environments. Here's how they benefit students:

Chromebooks are very simple to use and offer students access to a wide range of educational benefits over time, including;

- Gmail accounts for updates and notifications from teachers
- Google Classroom to view resources used in class and edit and submit documents
- Feedback on their work
- Digital textbooks and other resources used by teachers
- Instant internet access for research purposes
- Common subject-specific resources used by staff to support learning
- Google Forms will be used for quizzes and tests

This has significant benefits for students in school as well as for homework or any future remote learning. The device on offer is the Lenovo 300E, a tried and tested device, powerful and compact but robust enough for school use.



Year 7 student using a Chromebook in music lesson

Our Future



Sixth Form Exterior

The Cottesloe School is delighted to announce the recent approval of planning permission to improve its facilities. The school continues to grow in popularity and has agreed to meet the need for more school places in North Bucks. This expansion will see Year 7 to 11 expanding to 210 students, an increase of 20 students per year group, over the coming years. This significant development marks a milestone in the ongoing commitment to provide quality education infrastructure for the growing local community.

The approved plans include the construction of new state-of-the-art facilities, additional classrooms and a new block of toilets. There will be some internal remodelling to improve our Sixth Form experience, create a new Science laboratory and refurbish an existing toilet block. The expansion aims to accommodate the increasing demand for secondary education in the region and enhance the learning environment for students and staff.

Simon Jones, Headteacher, expressed his excitement about the approved expansion, stating, "This is fantastic news for our school and the local community. The additional facilities will enable us to continue to improve the school by enriching the learning experience for our students." Construction is scheduled to begin in the coming months, with completion expected in December 2024. The project will be carried out with careful consideration for environmental sustainability and in close collaboration with local stakeholders to minimise disruption to the surrounding area.

This development will have a positive impact on the educational opportunities available to students and the wider community.



3G Pitch

Making an Application

CVs are not accepted as part of the application process. If you wish to be considered for this post please complete an application form available from the school's website, providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment history please state the reasons why (eg. gap year, career break, unemployed).

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 to demonstrate how you meet the essential and desirable criteria for this post.

Please complete your application form via MyNewTerm
<https://mynewterm.com/jobs/110533/EDV-2024-CS-17701>

Deadline

The deadline for completed application forms is 9.00am on Wednesday 15 January 2025, with interviews shortly after. We may close the vacancy early if a suitable candidate is found.

Unfortunately we are unable to provide individual feedback to applicants not selected for interview. If you are unsuccessful at application stage, it will be because you did not demonstrate that you meet the essential criteria for the role.



Interview and Selection Process

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. Essential criteria of the person specification are those, without which, a candidate would not be able to do the job. To be successful at the shortlisting stage you should clearly show how you meet each of the selection criteria for the post using examples of your skills and experience. Details of the interview programme will be confirmed in writing to shortlisted applicants.

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 Equality Act 2010 we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process.

Validation of qualifications

All shortlisted 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. Successful applicants will be asked to provide evidence from a list of acceptable documents, which will include photographic evidence, and right to work under the EU Settlement Scheme if applicable.

Teaching posts

The school will undertake checks for teacher status, prohibition orders, failed induction or probation, and historic sanctions and restrictions for all teachers (qualified or unqualified). The Department for Education Employer Access – Teacher Services website is used to process these checks.

Medical assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment. Any recommendations for reasonable adjustments to the working environment will be implemented upon commencement of duties.



Pre-employment Checks

References

All applicants will be asked to provide two referees, one of whom must be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. All shortlisted applicants will have references taken up prior to interview. 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, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. References addressed "to whom it may concern" will not be accepted.

We will undertake online and social media searches of shortlisted applicants as part of due diligence checks and any identified incidents or issues that are available online will be addressed at interview.

Disclosure and Barring Service

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1975, 2013 and 2020 there are a number of jobs where we must take account of convictions, even though they are 'spent' (excluding youth cautions, reprimands and warnings). All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. A certificate of good conduct will be required where a candidate has lived outside the UK for six months or more within the last five years.



Induction, Probation and Continuing Professional Development

On appointment your line manager will discuss an appropriate induction programme with you which will help familiarise you with the culture of the school, local practices and policies. You will also receive a copy of the current New Staff Handbook.

Support staff employees new to the school will be subject to a six-month probationary period and a review of your performance will take place at the end of that period.

School Policies and Procedures

The school has a wide range of policies and procedures which you will be made aware of and should familiarise yourself with, including Child Protection & Safeguarding, Code of Conduct for Teaching and Support Staff, Conduct and Discipline, and Whistleblowing.

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All staff and volunteers are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.



Candidate Information Booklet



Prepare | Aspire | Succeed

Headteacher | Mr Simon Jones
Aylesbury Road, Wing, Leighton Buzzard LU7 0NY
01296 688264
recruitment@cottesloe.bucks.sch.uk
cottesloe.bucks.sch.uk