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**Applying for a Job at**

**Grasmere Nursery School**

Dear Applicant,

Thank you for your interest in Grasmere Nursery School. We are pleased to enclose an application pack for the position of ClassTeacher.

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 via email. 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 Grasmere Nursery 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 Barbara Tewe – Headteacher Grasmere Nursery School

Yours sincerely,



B Tewe

Headteacher

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 7th July 2024**

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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:**

**Week Commencing 08th July 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.

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**

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 and on the website**



**Grasmere Nursery School**

**JOB DESCRIPTION –Main Scale Teacher/Maternity Cover**

Main Scale Teacher

**Responsible to:** The Head Teacher

**Responsible for :Class of Nursery Children**

**ORGANISATION CHART:** Headteacher

Deputy Headteacher

Class Teacher

Early Years Educator/Specialist Teaching Assistant (4)

TA2 L3 Teaching Assistants

This job description may be amended at any time following discussion and mutual agreement between the Head teacher and member of staff and will be reviewed annually.

**PURPOSE OF POST:**

The post holder has a full time class teaching commitment.

The post holder will lead and manage a class team, supporting the ethos, aims and vision of the school in accordance with the Early Years Foundation Stage both indoors and outdoors.

The Prime Areas

* Personal, social and emotional
* Physical Development
* Communication language

The Specific Areas

* Literacy
* Understanding the World
* Mathematics
* Expressive Arts and Design

**Main Duties and Responsibilities:**

* To fulfil the roles and responsibilities for a Teacher as described in the School Teachers’ Pay and Conditions Document.
* To fully support The Teachers’ Standards in England 2012
* To support the values and ethos of the school
* To fully support the Equality Scheme
* To fully support and implement Safeguarding and Child protection policy and practice
* To participate in the school’s Appraisal process.
* To assist in the school’s self-evaluation.

* To contribute to the smooth running of the school.
* To attend meetings or training related to the role of class teacher which may fall outside the school’s normal hours.
* To undertake any other duties as may reasonably requested by the Head teacher.
* Assist in fostering good relationships between the senior team and other staff within the school.
* . Assist in ensuring compliance of staff with the requirements of the Health & Safety at Work Act and with the schools own policy.

**Specific Responsibilities:**

* Participate in the teaching programme of the school and by example provide an outstanding model as a classroom practitioner.
* Alongside the staff team take a lead role in ensuring that a high standard of physical and emotional care for all the children is maintained.
* Provide guidance and support to other members of staff implementing the curriculum and encouraging ‘reflective practice’.
* To support the development of an inclusive and integrated teaching and learning experience for children with identified additional needs
* To develop and support the management and implementation of Individual Education Plans (with SMART targets) for those children who have a resourced place in the school.
* To provide information for the Head teacher about the children identified as having additional needs.
* To access and use advice from a multi- disciplinary support network.
* To facilitate and nurture effective and supportive parental partnerships.
* To assist in up-dating the school's website.

**Curriculum Responsibility: Two year old division**

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**CRIMINAL CONVICTIONS DECLARATION**

**This document must be completed and bought with you to your interview or we cannot proceed with your interview.**

To be considered for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

You will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children’s Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

In most cases all offers of employment will be subject to the receipt of satisfactory checks. Note, it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

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|  | Yes | No |
| Are you barred from working with this particular client group? |  |  |
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| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Oder 1975 (as amended in 2013) by SI 2013 1198? |  |  |
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**If you have answered YES to the above, please provide further details:**

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**Declaration**

I declare that the information I have given is correct, and understand that this information may be checked for accuracy against information held by other institutions and/or government departments. I realise that false information or omissions may lead to dismissal without notice and that canvassing councillors, school governors/trustees or employees in connection with this job will disqualify me.

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| Signed: |  | Date: |  |  |
| Print Name: |  |  |
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Criminal record self-declaration form ROA Exceptions Order

(standard or enhanced DBS checks)

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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 **[ ]**  |
| **DECLARATION**I declare that the information provided on/with this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at [insert name of school] |
| **Signed:** |  | **Date:** |  |

**Please return this form to:** Grasmere Nursery School