

Thank you for your interest in joining our school. Visits to the school are welcomed by prior appointment by telephoning 01296 688264. Please also read our Safer Recruitment Policy for further information.

### **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, etc).

### **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. For teaching posts: please detail your experience of delivering teaching and learning and what impact your contribution would make in terms of raising standards at our school.

*Please email your completed application form to recruitment@cottesloe.bucks.sch.uk or post to Mrs J Woods, HR Manager, The Cottesloe School, Aylesbury Road, Wing, Leighton Buzzard LU7 0NY.*

*The deadline for receipt of completed applications is 9.00am on Friday 24 January 2020 with interviews shortly after. Previous applicants need not apply.*

We aim to shortlist and notify successful applicants within one week of the closing date. 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.

### **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, and this may include review of social media posts. 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.

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***Disclosure and Barring Service***

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 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. 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.

***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.

***Teaching posts***

The school will undertake checks for 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.

*Please note:* The Cottesloe School reserves the right to withdraw offers of employment or to end employment if the pre-employment checks are not satisfactorily completed. In such circumstances, no notice period will be given.

***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.

**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.

You will be offered the opportunity to further develop your professional knowledge by participating in training events.

**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, Whistleblowing, Code of Conduct for Teaching and Support Staff, and Conduct and Discipline.

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### Our school

The Cottesloe School is a successful and oversubscribed Foundation secondary school with Sixth Form situated in the village of Wing in rural North Buckinghamshire, located conveniently for Milton Keynes, Bedfordshire and Hertfordshire. 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 – 7-8 July 2016 – Good in all areas*

- Leaders are passionate about improving all aspects of the school for the benefit of every student. They have successfully driven improvement over the last three years.
- All staff have worked effectively to embed an ethos of warmth, care and support.
- Students are rightly proud to belong to their school. They enjoy learning.
- Students' learning is effective because teachers plan highly motivating activities, using their specialist knowledge.
- Parents are positive about the behaviour of students and say they are managed well. Staff are similarly positive about the behaviour of students.

### Department information

*We are looking for:*

- A hardworking and enthusiastic Teaching Assistant to join our SEND Team.
- Someone who can work calmly and professionally with young people to support them with their learning needs.
- Someone who has experience of working with secondary school age young people and is confident working in a classroom setting.

*We can offer you:*

- Students who are willing to learn.
- A supportive SEND Team with the opportunity for personal development.
- An ideal opportunity to gain experience of working in a school if you are thinking of pursuing a career in education or teaching, and we could support you with these aims.

*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 colleagues have an opportunity to contribute to school development planning. Colleagues are encouraged to contribute their skills and enthusiasm to our extra-curricular provision.

All staff are subject to an annual performance management, 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.

We are fortunate in the high quality and commitment of our support staff, who fulfil a variety of roles including examinations, administration, financial, technical, learning support and site improvement.