



## Prepare | Aspire | Succeed

Thank you for your interest in joining our school. Please contact Anne-Marie Hibbert, SENDCO, to discuss this role further.

### Safer Recruitment

The Cottesloe School is committed to safeguarding and promoting the welfare of children and vetting and safeguarding checks will be carried out on employees, volunteers, governors and visitors. Please see the school's current Safer Recruitment Policy, Employment of Ex-Offenders Policy and Child Protection (Safeguarding) Policy for further information, all available on the school's website (Safeguarding Policies area <https://www.cottesloe.bucks.sch.uk/about/policies>)

### 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

**The Cottesloe School**  
Aylesbury Road, Wing, Leighton Buzzard,  
Beds, LU7 0NY  
01296 688264  
[www.cottesloe.bucks.sch.uk](http://www.cottesloe.bucks.sch.uk)  
[office@cottesloe.bucks.sch.uk](mailto:office@cottesloe.bucks.sch.uk)  
Headteacher Mr S Jones, MA

### Follow Us

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*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 opportunity to develop professionally with a range of department CPD sessions.
- A wide range of benefits as a Bucks Council employee 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 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 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.

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.

### **Making an Application**

CVs are not accepted as part of the application process. If you wish to be considered for this post please complete a Buckinghamshire Council 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](mailto: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 applications is Sunday 31 October 2021, with interviews the following week.***

We aim to shortlist and notify successful applicants within one week of receipt. 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**

### *Identity*

We will confirm a candidate's identity, this will include verifying the candidate's birth certificate and any documents subsequently changing their name (marriage, civil partnership, deed poll, etc).

### *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.

### *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. 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. 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.

### *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 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.

### **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.

*The Governing Board of The Cottlesloe 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.*

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