

APPLICANT INFORMATION PACK

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Dear Applicant

Thank you for your interest in working with Craven Educational Trust. Craven Educational Trust is an educational charity sponsored by Craven College and based in Skipton, North Yorkshire.

The Skipton Academy is a co-educational 11-16 academy based in the popular market town of Skipton, 'Gateway to the Dales' - voted one of the best place to live in England. It became an Academy in 2014.

Working in partnership with Craven Educational Trust, the Principal will work to drive rapid improvements in the outcomes for students and behaviour for learning for the 380+ students, their families and the community of Skipton and Craven.

If you would like an initial discussion about the role please contact Andrew Cummings, Executive Headteacher on 01535 632 861.

This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully



Robert Bellfield
Chief Executive Officer

ETHOS AND VISION OF CRAVEN EDUCATIONAL TRUST

Craven Educational Trust (CET) believes in developing its Academies to ensure that each one is unique and offers to its local community and to its students the skills and development needed to produce not only successful learners but well-rounded young people who will make a contribution to both the local and wider community.

The Skipton Academy objectives:

01. To become an outstanding Academy by 2020.
02. To ensure all learning and teaching is good or better and that lessons are enjoyable, relevant and challenging and encourage all students to be independent learners.
03. To achieve high outcomes for students and successful progression to high quality further education and employment.
04. To develop a strong reputation for the range and quality of our extra-curricular sporting and cultural activities and encourage all students to participate in the opportunities provided.
05. To ensure each student fulfils their potential by valuing each as an individual and meeting their specific needs.
06. To work closely with local employers, Craven College and others to ensure all students receive independent and high quality information and careers guidance.
07. To ensure high standards of behaviour and develop a reputation for being a caring and respectful learning community that produces confident, well-rounded, compassionate and well-educated students who can communicate well.
08. To deliver a curriculum that has breadth and depth and meets the needs of today and the future.
09. To value all our staff and provide high quality continuing professional development opportunities.
10. To maintain a financially viable and sustainable Trust and Academy.

GUIDANCE NOTES FOR APPLICANTS

COMPLETING THE APPLICATION FORM

Applications will only be accepted from candidates completing the Trust's Application form. Please complete all sections of the Application Form where relevant as fully as possible. CVs will not be accepted in place of a completed application form.

CONFIDENTIALITY

All information provided will be retained and processed with strictest confidence, in accordance with the terms and principles of the Data Protection Act 1998.

EQUAL OPPORTUNITIES

Craven Educational Trust is committed to equal opportunity in the provision of services, employment and educational opportunities. Applications are considered on merit and are welcomed from all suitably qualified applicants.

CRIMINAL CONVICTIONS

The post you have applied for involves working in the Schools sector, therefore all convictions must be declared under the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. Prior to appointment you must disclose details of any criminal convictions, cautions or bind-over orders. An additional requirement is that a criminal record check via the Disclosure and Barring Service (DBS) (previously CRB checks) will be required for all posts that involve regular contact with children under 18 or vulnerable adults. Craven Educational Trust will require DBS disclosure certificates as evidence of clearance.

COMPLETING THE APPLICATION FORM

Written applications must be completed legibly in black ink. Up to two extra sheets may be attached if necessary. Please ensure that they are numbered and clearly marked with your name. All applications must be returned by 3pm on the closing date.

PERSONAL INFORMATION

The aim of this section is to collect basic information such as name and address and personal information.

REFERENCES

A suitable referee will have recent, relevant experience of your work and hold a responsible position. References may be taken up prior to the interview unless you state otherwise.

EDUCATION, QUALIFICATIONS AND PROFESSIONAL STATUS

Where specific qualifications are required for the position for which you have applied, it will be necessary for you to produce certificates for verification. You should give full details of all examination results and grades. If you are unsure about your results or grades you should indicate this. You should also include any qualifications which you are currently working towards and any non-examined, but relevant, training and development. Teachers are required to complete details of teaching qualifications etc.

CURRENT OR MOST RECENT EMPLOYMENT

The aim of this section is to collect general information about your current or most recent employment (paid or voluntary) and some details regarding main duties, responsibilities and relevant experience.

EMPLOYMENT HISTORY

This section gives you an opportunity to include any previous experience gained, either as an employee or in some other capacity. To allow a full account of your experience it is important that you offer a continuous record, including times when, for example, you were in voluntary work or caring for dependants etc. Please list in reverse chronological order, give precise dates and indicate where employment is part-time. Please also indicate reasons for leaving.

ADDITIONAL INFORMATION

This is regarded as a very important part of the application form. You should use this opportunity to provide any further details in support of your application. Please remember that if you are unable to demonstrate that you meet the essential requirements of the post for which you are applying, you will not be short listed.

DECLARATION

If completing the application by hand, please remember to sign the application form to declare that the information you have provided is complete and accurate.

You will only be contacted should your application be successful.

HOW TO APPLY

Please download the interactive PDF version of our application form and save it to your own computer. Once you have completed your application, please submit the finished form as an attachment via email to: agilchrist@craven-college.ac.uk
Or print out and post to:

Craven Educational Trust
Human Resources Department
Craven College, Aireville Campus
Gargrave Road, Skipton
North Yorkshire, BD23 1US.

Please ensure you submit your application in plenty of time to meet the closing date. You will need a current version of the Adobe Reader software to use this document. Apple Mac users are strongly encouraged to download and use Adobe Reader in preference to Preview or other software.

INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the content of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

CONDITIONAL OFFER:

PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- List 99 check
- Satisfactory CRB/DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For Teaching Posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

As an organisation using the Disclosure and Barring Service (DBS) (previously CRB) to assess applicants' suitability for positions of trust, Craven Educational Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Craven Educational Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Unless the nature of the position allows Craven Educational Trust to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Craven Educational Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. 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.