

**Pre-Employment Information Pack**

 Nunthorpe Academy

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**Introduction**

Thank you for taking an interest in a post currently advertised within our academy.

This pack outlines the main points regarding the vacancy available at Nunthorpe Academy and highlights the key aspects that potential colleagues employed by the Academy should be aware of.

# Advertisement.

**See Website**

# Application Letter.

Thank you for your interest in the post currently available at our Academy. This is a key appointment for our Academy and we welcome strong applications with great interest and excitement.

We hope that the enclosed information will be helpful to you in the preparation of your application. Further, more detailed information will be sent to you should you be shortlisted for the position.

**Please apply for this position in the following way:**

**Steps 1-3 are compulsory; Step 4 is optional.**

1. Please read all of the information in our Application Pack carefully;
2. Please write a Letter of Application (2 sides of A4 maximum) for the above post which details clearly why you are applying for the position;
3. Complete, **in full and in as much detail as possible**, our Nunthorpe Application Form;
4. You may send a current Curriculum Vitae but this is not a compulsory part of the application process.

All completed application forms should be emailed to recruitment@nunthorpe.co.uk by Monday 30 October 2017

**Flexibility**

Please note that in some cases particular duties and responsibilities are difficult to predict and may vary from time to time. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and where necessary, interchange these to meet the needs and demands of the academy. Such a requirement will enable the post holder’s skills to be maximised to the mutual benefit of both Nunthorpe Academy and the employee.

# Information about the Academy

Nunthorpe Academy is a very popular co-educational 11-19 comprehensive converter Academy with approximately 1550 students on roll - judged to be OUTSTANDING – and in ALL aspects - by OFSTED in April 2013.

**Information about our House System**

Nunthorpe operates a highly successful ‘Vertical Tutoring’ (’VT’) system in the 11-16 sections of the academy.

This VT system is at the core of our House organisation where every student and member of staff (aside from the Head of School and Vice Principal) is a member of a House – either one of the 5x11-16 Houses or of the Sixth Form.

We are determined to offer ‘very large school opportunities with very small school standards of support’ and our House system enables us to do this – for students and for staff.

# Summary of Terms and Conditions

A full copy of the Academy’s terms and conditions will be provided with any offer of employment subsequently issued by Nunthorpe.

## Academy Hours

During academic term time the Academy is open for colleagues from 7.30 a.m. and closes at 9.00 p.m. Monday to Friday.

During academic vacation periods, those core opening times are subject to change. These changes are always announced 2 weeks prior to any vacation period by the Building Development Manager.

## Annual Leave Entitlement

All teaching and ‘Term Time Only’ (‘TTO’) Support Colleagues are required to take their holidays during Academy holiday periods. Permission will not normally be given for holidays during Term Time and where this is granted it will be without pay.

Whole Year Support Colleagues are expected to take as much of their holiday entitlement as possible during Academy holidays.

The basic leave entitlement is 28 working days for a full-time employees working throughout the year plus bank holidays. In any holiday year your statutory holidays will be deemed to have been taken first. After 5 years’ service, employees will receive an additional 5 days annual leave.

For an employee who is employed on a TTO basis or on any other basis to work for less than the full year, the leave entitlement will be a proportion of the entitlement set out in the preceding paragraph pro-rata to the number of weeks to be worked in the year. The leave entitlement of a TTO employee is to be taken during the periods of Academy closure.

## Appointment

The appointment is offered on a **permanent basis**, with effect from **as soon as possible**.

## Professional Conduct Code

Nunthorpe uses the National Teachers’ Standards (in relation to professional behaviour) in relation to all colleagues in terms of professional conduct.

## Child Care

The Academy operates the Computershare Corporate Childcare Vouchers system.

## Co-Worker Relationships

All colleagues are expected to behave in a respectful manner to their colleagues. Any instances of bullying, harassment, unprofessional behaviour, verbal abuse and discrimination directly or indirectly towards other colleagues will not be tolerated.

## Disclosure and Barring Service

The appointment is subject to the receipt of a current criminal background Enhanced Disclosure on you from the Criminal Records Bureau and the Academy Trust being satisfied as to your suitability for employment in the light of that Disclosure.

## Diversity and Equal Opportunities

Nunthorpe Academy is committed to promoting and practising diversity and equality of opportunity and aims to create a culture and environment for students and staff to be treated equitably regardless of race, ethnic origin, nationality, gender, disability, age, religion or belief, sexual orientation, marital or parental status, political belief or social/economic grouping.

## Dress Code

Colleagues are expected to dress in a professional and business like way, appropriate to working closely with children and meeting with parents and other members of the public.

## Duties

All colleagues will be required to undertake duties within the Academy from time to time as we may reasonably require.

## First Aid Rota

You may be required to undertake First Aid duties within the Academy as we may reasonably require (subject to the role’s post profile).

## Hours of Work

Your normal hours of work are between **8.30am** and **4.30pm** Wednesday to Friday (22.5 hours per week) inclusive with lunch break of 30 minutes.

## ID Badges

All colleagues must wear their ID badges at all times when they are on Academy premises.

All ID badges must be worn with the official Academy lanyard.

## Medical Clearance

Regarding any role a successful candidate may be offered, a successful candidate will be asked to let the Academy know if they have:

* Any health conditions which might affect their ability to carry out the role effectively and/or
* Have a disability which may require special adjustments to their work or place of work to enable them to carry out the role effectively.

This information will help the Academy to identify and make reasonable adjustments that may be necessary. It may mean that we ask our Occupational Health service to provide us with advice.

## Period of continuous employment

Periods of previous service with local authorities and related employers are allowed to count as continuous employment for specified purposes in the conditions of service, regulations or other agreements referred to in the contract documents.

However, the provisions of continuous employment as detailed above do NOT apply in relation to salaries for any post.

## Place of Work

Your place of work is the premises of the Academy named above or at such other place of employment as required either on a temporary or on an indefinite basis by the Academy.

## Pension Scheme

Membership of the Local Government Pension Scheme **is automatic** with effect from the date of appointment for all permanent and temporary employees (with a contract to exceed 1 month), with the exception of casual employees, who have the right to opt into the Scheme.

## Probation

The first 6 months of employment will be a probationary period. We may, at our discretion, extend this period for up to a further 3 months. During this probationary period a colleagues’ performance and suitability for continued employment will be monitored.

## Recruitment Process

The Academy is committed to a policy of treating all its colleagues and job applicants equally and to recruit the very best person(s) for each vacancy.

Applicants will be screened against the job requirements as laid out in the post profiles and person specifications.

Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.

Information on ethnic origin, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.

## References

The appointment will be subject to the Academy receiving satisfactory references from the candidate’s current and/or past employers.

## Social Networking Policy

Colleagues are expected to keep a professional distance from students and there should be a clear separation of the private social lives of colleagues and that of students.

## Salary

Salary is paid directly into your bank on the 25th of each calendar month (or the nearest banking day before it).

We look forward to hearing from you!