



Deptford Park Primary School

Class Teacher



*Evelyn Street
Deptford
London SE8 5RJ
0208 692 4351*



Evelyn Street, SE8 5RJ

Tel: 020 8692 4351

Fax: 020 8694 0116

E-Mail: info@deptfordpark.lewisham.sch.uk
Web: www.deptfordpark.lewisham.sch.uk

Wednesday 21st March 2018

Mainscale Class Teacher

Thank you for requesting details of the above vacancy. You are welcome to visit the school. If you wish to visit please ring for an appointment.

Please note that applicants must submit a hard copy of the application form. You can post this to the school address. We will not open email attachments.

The closing date for applications is Friday 20th April 2018 at noon.

We regret that only shortlisted applicants will be contacted.

Sincerely,

A handwritten signature in black ink, appearing to read 'K Johnson', with a horizontal line above it.

Ken Johnson

headteacher@deptfordpark.lewisham.sch.uk

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

Aims and Values

At Deptford Park we believe learning should be fun and that you never grow too old for new learning. We are committed to preparing our young people for life and the challenges they may meet. We are an inclusive school and believe that all children in our community should have access to learning at our school irrespective of ability.

We want:

High Standards for all because every child matters.

A rich and broad curriculum, which includes opportunities for all children to learn and achieve.

Opportunities for spiritual, moral social and cultural development.

To prepare children for the opportunities, responsibilities and experiences of life.

To work in partnership with parents to raise achievement.

To make our school an interesting and stimulating place to learn and visit.

Take active steps to combat disadvantage and aim to provide equal opportunities for excellence.

To make our school a safe place for everyone.

To welcome and respect people from all races and groups.

To help everybody feel that they have a contribution to make to the life of the school.

To help all children see that they can be successful.

We will expect the best of all children.

If we care about the children, we must care about high standards for all. We are committed to learning and continually improving and developing our school

Core Values

1. High Standards for all because **every child matters.**
2. Put children and families **first**
3. Take **pride** in what we do
4. **Respect** others
5. **Strive** to be the best
6. Act with **integrity**
7. Act **sustainably**

High Standards for all

- every child matters.
- A rich and broad curriculum, which includes opportunities for all children to learn and achieve.
- Opportunities for spiritual, moral social and cultural development. We prepare children for the opportunities, responsibilities and experiences of life.
- We work in partnership with parents to raise achievement.
- A beautiful physical environment and a climate of hope.
- We take active steps to combat disadvantage and aim to provide equal opportunities for excellence.

Putting Children first

- Caring for children as individuals
- Treating children with compassion
- Judging every issue by considering the outcome for the child
- Giving priority to actions that will improve the educational offer and promote well being
- Listening to and acting on the views of children and their carers

Taking pride in what we do

- Leading by example
- Promoting confidence in colleagues, teams and the organisation
- Recognising and rewarding achievement
- Valuing our workplace
- Celebrating success
- Learning from experience

Respecting others

- Showing commitment to working together
- Contributing to effective teamwork
- Supporting and collaborating with colleagues
- Appreciating and celebrating diversity in our children and staff
- Engaging with and supporting our local community
- Working in partnership with others outside the school

Striving to be the best

- Constantly seeking to improve quality and efficiency
- Eradicating waste of resources, time and effort
- Seeing change as an opportunity rather than a problem
- Challenging the status quo
- Tenacity in achieving goals
- Resilience in the face of setbacks

Acting with integrity

- Maintaining the highest standards of behaviour and accountability
- Openness and honesty in communication
- Working to ethical principles
- Respecting confidentiality
- Doing the right thing for the right reasons

Acting sustainably

- Reduce our impact on our environment
- Recycle
- Close doors and windows
- Turn off lights and electrical appliances when not in use
- Conserve water & heating
- Reduce photocopying



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February 2018.

Background information

Dear Candidate,

Thank you for your interest in our school. All visitors describe the school as a 'special' place and I have to agree with them that there is just something about the school that sets it apart as an exciting place of learning.

Judged to be "Good" in our last two Ofsted inspections our school aims for high academic standards for all, but at the same time embodies the broadest possible definition of education. It is open, welcoming and inclusive towards parents, children and the community.

Deptford Park is a larger than average school in the Evelyn ward within Lewisham. The school draws most of its pupils from the immediate area, which is one of high socio-economic disadvantage. We believe in education as a force for social justice and our context is not used as an excuse for under-attainment. Our children are hungry to learn and parental expectation is high. Our commitment is to providing our children with a good education and the basic skills so they can make genuine life choices and escape from a cycle of poverty. At this school every child does matter and we do all we can to make a difference.

The current roll is 637 infant and junior children. The Nursery has 50 part-time places, 25 in each session. Our intake is up to 90 children and we currently have 3 forms of entry.

Our children love to show off our school, please come and meet us and see our fantastic site and facilities. We have good arts facilities which include a sprung dance hall, dedicated art classroom, and a professional performance space.

Continued...

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

The school's focus is firmly fixed on learning; children's, teachers', support staff and the school's capacity for learning. We have found that this leads to improvements in children's motivation, behaviour, engagement in learning and learning outcomes.

We have a strong CPD ethos, which is delivered through weekly staff meetings and whole school Insets as well as through external providers and Peer Mentoring. There are also opportunities to share your skills and strengths across a consortium of local schools who share ideas and skills to promote excellence.

Our staff team are extremely committed and hard-working, together with our children they are our greatest asset. Collegiality is a strong feature of the school and there is a heart-felt belief that our success is collectively achieved. We have a very skilled and experienced support staff team.

The children are vibrant, purposeful and enjoy coming to school. They expect their learning to be fun. I do hope that you will want to join our community of learners and play a role in shaping the school as it continues to grow. Much has been achieved, but there is more to be done. We need dynamic and creative teachers, who see themselves as learners, who are resourceful, resilient and not afraid to take risks. Teachers who can bring learning to life as an active process that children want to be part of.

Our bespoke curriculum has been designed by our staff and Governors to excite and challenge our children and is constantly reviewed to ensure it is relevant to our children.

If you enjoy working with children and have a passion for learning you could be part of our team of learners here at Deptford Park.

We look forward to receiving your application.

Regards,

A handwritten signature in black ink, appearing to read 'Ken', with a stylized, cursive script.

Ken Johnson

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Deputy Head: Leona Baffour



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JOB DESCRIPTION : ClassTeacher

Main Purpose of the job:

To enable children to achieve to the best of their ability through high quality teaching and curriculum provision.

To fulfil the duties and responsibilities for teachers contained in the Pay and Conditions Act 2003 and detailed in part XI of the School Teachers Pay and Conditions Document 2003. These duties are equally binding and form the basic employment conditions for all teaching staff. Copies are available from the Headteacher on request.

Summary of Responsibilities and Personal Duties:

Whole School

Class Teachers are expected to adhere to daily routines and be aware of whole school policies and decisions.

To accept responsibility with other members of staff for implementing everyday school activities in accordance with school policies and curriculum guidelines.

To show a commitment to the school's equal opportunities policy and to take account of the Authority's anti-discrimination policies through curriculum development and support.

Ability to work with a wide range of cultural, ethnic and social groups.

To accept joint responsibility with colleagues for the overall appearance of the school, especially the public areas.

Pupils

To plan, prepare and deliver lessons within the framework of the National Curriculum, Foundation Stage Guidelines, the National Literacy Framework and the National Numeracy Framework.

To be an effective class teacher catering for the range of needs of all the children in the class and providing good quality teaching using a variety of strategies.

To monitor children's progress through assessment, to mark and feed back to pupils, keep meaningful records and evaluate performance, according to the school's policies.

To take responsibility for the welfare and safety of all children in our care and specifically in the teacher's own class.

To ensure a good quality learning environment based on the school's behaviour policy.

Colleagues

To establish and maintain good relationships with colleagues and to model these for the pupils.

Plan with and work alongside year group partners.

Treat all colleagues equally and collectively support new team members.

Be sensitive to colleagues' needs and feelings.

Share responsibility for areas and pupils in the school.

Parents

To establish and maintain good relationships with parents – being honest and constructive.

Be available to and welcome parents in a confident and professional way.

Report to parents in line with whole school policy and National requirements.

Classroom Organisation

To plan and resource a classroom environment which will facilitate learning and enable children to maximise their potential.

To devise means of ensuring the efficient and responsible use of resources and equipment at all times.

Display pupil's work in an attractive, informative and interactive way to match whole school policy.

Professional Development

To attend all staff meetings and professional development opportunities as specified in the school's management plan and to share information and implement improvements.

To participate in performance management arrangements for the appraisal of his/her work performance and that of other staff.

To be active as a learner within the school setting.

Other Duties

To undertake other duties consistent with the scope of the post and within the competence of the post holder as required.

Equal Opportunities

To carry out these duties with due regard to the school's Equal Opportunities Policy and core values.

Undertake other duties commensurate with the grade as reasonably required by the Headteacher.

This job description is subject to review as and when appropriate.

Signature of Post Holder:

Headteacher:



JOB DESCRIPTION : Curriculum Responsibility

All teachers at Deptford Park have curriculum responsibility. We are organised in teams and together we ensure that the curriculum meets our children's changing needs. Teachers new to the profession will have training and begin by work shadowing an experienced curriculum leader.

All teachers are expected to:

- Be a successful teacher and model good practice.
- Oversee the implementation and annual review of the school policy in at least one subject.
- Facilitate initiatives to develop a subject area. Produce an annual action plan to forecast tasks in line with the School Management Plan.
- Act as a consultant to staff and students in this area of the curriculum, advising on planning, resources, teaching strategies, assessment and record-keeping.
- Manage the collection, input and analysis of data for this curriculum area, and develop and monitor whole school targets.
- Develop home-school links to encourage and develop the curriculum area.
- Be responsible for the safe and efficient organisation and use of resources.
- Manage the budget allocated to this curriculum area.
- Plan, arrange and run staff meetings, INSET days and parents' meetings as arranged with the Leadership Team.
- Take an active interest in his/her professional development, keeping up-to-date with current developments in the subject.
- Prepare reports for Governors as necessary.
- Share responsibility for the organisation of school events.

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour



PERSON SPECIFICATION : ClassTeacher

This person specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the short listing and interviewing process for this post. Those items marked 's' will be used especially for the purposes of short listing. Only those applicants who meet these requirements will be short listed. You should therefore address these fully in your application form.

Category	Essential Requirements	S
Qualifications	QTS	S
Equal Opportunities	Awareness of and commitment to implementation of the school's and LEA's Equal Opportunities Policy	S
Knowledge	National Curriculum, Primary Frameworks for Literacy and Numeracy. Foundation Stage Curriculum	S
	How children learn and strategies to promote learning	S
Aptitude	Willingness to work constructively within school, to understand issues from a whole school perspective, to be proactive.	S
	Ability to fit in and to enhance the work of existing teams within the school.	
	Ability to develop positive relationships with children, staff and pupils.	
	Willingness to learn and improve.	S
	Determination to help the school improve.	S
	Ability to deal with children with warmth, care, and understanding, and yet set clear and appropriate boundaries for behaviour.	

Skills	To be very good/excellent class teacher who can be a role model for colleagues.	S
	To contribute to the continuing professional development of staff through peer coaching and mentoring.	
	Ability to analyse and evaluate data, and use to inform planning.	
	To implement change effectively.	
	To implement change effectively for others and yourself.	
	Has a range of teaching styles which are fit for the purpose.	S
	To maintain an effective learning environment.	
	Effective communication and inter-personal skills.	S
	Excellent class practitioner: <ul style="list-style-type: none"> • Good organisation • Good behaviour management • Effective planning, observations, assessments and feedback • Good use of resources • Can motivate children • Demands high standards 	S
Personal Qualities	Ability to create and maintain good relationships and work effectively with people at different levels of seniority.	S
	A view of education that has as its central focus raising children's levels of achievement.	S
	Leadership Qualities	
	Ability to Multi-task.	



Teaching Staff Application Form



Please complete in black ink or type
(This document is available in additional formats, e.g. Braille or large print on request)
Completed Application Forms are to be returned directly to the School.

NAME OF SCHOOL: **Deptford Park Primary School**

Post for which you are applying:

Job Title:

Pay Scale:

Ref No:

1 PERSONAL DETAILS

Title:

First Name:

Surname:

Previous Names:

Permanent Address:

Work Tel no:

Home Tel no:

Mobile Phone no:

Can we telephone you at work: Yes ☐ No ☐

Email address:

Date of Birth:

Teacher Reference no:

National Insurance no:

2 TEACHER STATUS

If you are registered with the Teaching Agency as a qualified teacher in this country, please give date of recognition:

Are there any restrictions on your residence or employment in the UK? Yes ☐ No ☐

If Yes, please give details

Please quote DoE/DfES/DfEE/DCSF Reference Number _____

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

3 PRESENT / MOST RECENT EMPLOYMENT				
Name of School and Employer:		School Address:		
Type & Status of Establishment:	Age Range:		Number of pupils on roll:	
Post held:	Dates of Appointment:		Scale point and present annual salary (incl. allowances):	
4 PREVIOUS TEACHING EXPERIENCE (start with most recent - please explain any gaps in employment)				
School, college or other employer	Type & status of establishment	Age range and roll (approx)	Post Held and Responsibilities	Dates of Employment

Head Teacher: Ken Johnson
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5 EDUCATION AND ACADEMIC QUALIFICATIONS			
School/college/university	From	To	Subjects/Qualifications/Grades/ Honours, dates awarded and awarding body
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications (including PGCE)			
6 IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION			
Course title	Provider	Dates & duration of course	Award (if any)

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

7 OTHER PAID WORK EXPERIENCE (please explain any gaps in employment)

Employer	From	To	Nature of Occupation

9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS PAID OR UNPAID THAT YOU FEEL ARE RELEVANT TO THIS POST

Head Teacher: Ken Johnson
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10 EQUAL OPPORTUNITIES

We expect all our employees to have an understanding of and commitment to our Equal Opportunities Policies.

Please explain what you understand this to mean and how you would relate this policy to the post for which you are applying.

11 GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this space to show us how your experience, skills and training gained both inside and outside paid work or through study, meet the selection criteria for this post as given in the Person Specification.

The information that you give here will play a crucial part in the decision to shortlist you or not, so please ensure that you demonstrate your ability to meet the selection criteria described in the job specification for this post.

12 PROFESSIONAL REFERENCES – All applicants who do not currently work for the London Borough of Lewisham are required to give the names and address of 2 persons willing to provide a reference. Both should ideally be from previous employers, but one MUST be your present or most recent employer.

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

Advertising Monitoring

Please indicate where you first saw the advertisement for this post.

Medical History

If you are successful in your application you will be required to complete a medical questionnaire.

New Staff may be required to undergo a medical examination.

13 DECLARATIONS

I hereby declare* that to the best of my knowledge, I am not a spouse, partner, child or relative of an existing member or employee of the Council, nor do I have a close personal or business or potential business relationship with any such person.

SIGNED:

DATE:

If you are unable to make the declaration, you should strike it out and state in the space below any relationship of the nature referred to.

I hereby declare that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. I understand that falsification of qualification or information may lead to dismissal without notice.

I certify that the information provided in this application is correct and agree that they should form part of the basis of my engagement. I authorise the London Borough of Lewisham to check the information that I have supplied.

SIGNED:

DATE:

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant facts about your eligibility for employment then your name will be withdrawn from the list of candidates

If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

Data Protection Act, 1998

The authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Disability

We are working to improve the employment opportunities we offer to people with disabilities. Where a person with a disability applies for this post consideration will be given to restructuring the duties, including reasonable adjustment to the workplace, to meet their needs.

If you are shortlisted for interview we are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. Is there any special help which you may require for interview or throughout the application process?



Directorate for Children and Young People

In line with Safer Recruitment advice all candidates are requested to submit the following information along with their completed application form.

Please note that any incomplete forms will be returned for completion, and will not be considered at shortlisting panels. Amended forms will be included in the process if they are returned in time.

Name:

Address:

Current workplace:

Contact telephone numbers:

.....

DfES number: [please attach proof]*

NPQH status (for headship applications)[please attach proof]*

GTC Registration number.....[please attach proof]*

Please account for any break in employment that creates a gap on the application form (e.g. maternity leave, VSO, travelling, research, career break, etc.)

.....

.....

.....

Do you wish to declare anything in the light of the requirement for a CRB check?
YES/NO [If yes, please note here.]

.....

*please provide photocopies only at this stage. Original documents will be scrutinised upon appointment.

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EQUAL OPPORTUNITIES MONITORING - Lewisham Council has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process. We are unable to process application forms from candidates who do not complete this section.

Female ☐ **Male** ☐

Date of Birth

Ethnic Origin – Please indicate below:

White

☐ British ☐ Turkish or Turkish Cypriot ☐ Any other White Background ☐ Irish

Mixed

☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Any other Mixed background

Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Tamil ☐ Any other Asian background

Black or Black British

☐ Caribbean ☐ African ☐ Any other background

Chinese or other ethnic group

☐ Chinese ☐ Vietnamese ☐ Any other ethnic group

Do you consider yourself disabled? **Yes** ☐ **No** ☐

Note: the Disability Discrimination Act says that this would be “a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activities”

Examples of Disabilities – the following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question

Hearing, speech or visual impairments

(if you wear glasses or contact lenses this is not normally considered a disability)

Co-ordination, dexterity or mobility

(eg polio, spinal cord injury, back problems, repetitive strain injury)

Mental health

(eg schizophrenia, depression, severe phobias)

Speech Impairment

(eg stammering)

Learning Disabilities

(eg Down's Syndrome)

Other physical or medical conditions

(eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia, etc)

REHABILITATION OF OFFENDERS ACT 1974

This page will be kept separate from the rest of your application form – it will not be sent to the selection panel.

Name

Post Applied for

Ref No

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are regarded as “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.

CRIMINAL CONVICTION

Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions which are regarded as “spent” under the above Act?

Yes

☐

No

☐

Signed:

Date:

Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy (see our policy on Rehabilitation of Offenders which is enclosed in the pack) . The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

For more information on spent convictions visit <http://publish.lawontheweb.co.uk/rehabact.htm>

If you are invited for interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, could you send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it “PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY” to the Headteacher of the School where you have applied.

Any issues arising from the information provided will be discussed and explored with you at interview.

Lewisham Equal Opportunities Policy Statement

Lewisham Council is committed to equal opportunities both in the provision of services and as an employer. The seriousness of this commitment is reflected in the Council adopting equal opportunities as one of its core values.

EQUALITY of opportunity for all sections of our community and workforce is an essential value for this Council. This means recognising the inequalities that people suffer and take action to reduce them. Everyone has a role to play in ensuring fairness towards colleagues and the community.

This commitment is integral to the provision of any service and the employment conditions of each and every member of staff. We expect all our staff to promote equality in the workplace and in the services we deliver. In this way, the Council can redress inequality.

Equal opportunities means access to jobs, services, information and participation for everyone. We recognise that because some groups of people experience prejudice and discrimination that to make opportunities really available we have to make an extra effort. We mention some groups in particular because they are the people who have commonly been disadvantaged. The Council's commitment to a fair deal for women, black people, lesbians and gay men, pensioners and disabled people is a recognition of the difficulties and inequalities that these groups continue to face. The Council is committed to tackling class disadvantage and has a long history of providing services that improve the quality of life and life chances of working class people.

Lewisham Council exists to represent and provide services for all people of the Borough.

Our equal opportunities policy requires that the Council recognises and respects cultural and religious diversity and serves all sections of our local communities. Everyone should know what is available from the Council. Access to services will be based on need or entitlement. The Council will be open in its approach and make sure that we find out and take account of the views and experiences of our diverse community. The varied needs, expectations and culture of local people will be reflected in the range, sensitivity and relevance of our services.

In the context of pressures on resources and change, achieving equality assumes an even greater importance and requires even greater commitment. The Council is proud of progress made so far, is committed to protecting gains made and to developing new and innovative ways of promoting and achieving equality of opportunity and outcomes.

What does our policy cover?



COUNCIL'S FACILITIES AND SERVICES

Friendly, responsive and accessible services

Services need to be welcoming to all and able to understand and respond to a variety of needs and requirements. This means being prepared to adapt and change what we provide. For example, by providing multi-cultural meals for pensioners and in our schools; a multi-racial Under Fives service, catering for children with disabilities and special needs; a refuse collection that in general offers a kerb side collection but that provides doorstep service for disabled people or pensioners requiring it; leisure facilities for working-class teenagers.

Service based on need

To make sure we have got it right, we need to know what the needs or requirements of the different groups are. This means knowing about population trends and the numbers of the relevant groups for our services. It also means knowing the composition of the different age group by gender, race and disability and knowing the numbers of lesbians and gay men in our communities. It is vital to know the make up of the relevant target population so we can assess whether services are reaching all sections. This includes knowing about income levels in the Borough so that those most in need are receiving vital services and benefits.

Services for all

Our equal opportunities policies in employment are designed to lead to better services that are sensitive to the variety of needs and requirements in our local communities. We aim to give fair access to our services to everyone and this may mean making some special or separate provision. For example, we offer women-only leisure activities with some activities for black women in particular and leisure sessions for disabled people; we fund leisure groups and events for gay men and provide a day centre for black and ethnic minority pensioners; we provide 'second chance' education opportunities for working-class students. We also encourage all sections of the community to use the Council's facilities and services.

Consulting local people

We need to make sure that we know people's views and experiences of our services. This requires us to check that the groups we talk to regularly, such as tenants associations, are representative of a cross-section of local people. It also means making special or separate arrangements to consult various groups, perhaps using a range of methods, not just our traditional meeting format. This is in recognition of the fact that some of the established groups do not represent the different sections of the community. It is also a recognition that public meetings may provide access for the articulate middle class and disadvantage working-class people.

Knowing who is using our services

Our policy framework also includes monitoring take up of services so we can check that target groups have access and that use of Council services is in line with what we know about needs among different groups. Monitoring is not an end in itself but a means of checking how effective we are being and of then changing, adapting or targeting services.

Targeting resources

In a climate of declining resources, there will be difficult decisions to be made about resource allocation. Equal opportunities require us to make choices that reflect current needs rather than traditional ways of apportioning services. This means reviewing use to see that it is in line with needs and not simply continuing to deliver a service to the same group of people in the same way.

Information for everyone

Information about services is a crucial element of an equal opportunities framework. If it is not made available in an understandable form to all sections, then access to service is in practice restricted to those people “in the know”. Information should be widely circulated, available in different forms and languages and encourage all groups to use the service. It also needs to make clear to everyone what determines access to services. Clear information about entitlement and about service standards is also important.

Representation

The Council is not just a provider of services, it is also a local government designed to give people a say in how their local area is run. All sections of our local community need to be able to identify with the Council and feel that they will be listened to. They also need to feel that they are represented in the decision-making process and have some influence on the policy makers. Our approach to co-options is a way of giving disadvantaged groups additional representation at committee level. Our approach to consultation is also part of giving local people greater influence.

EMPLOYMENT

In a service organisation like ours, the workforce is at the heart of our commitment to service quality and equality of opportunity. The people who manage and provide the Council's services should reflect the diversity of our local communities. This will help us to respond sensitively and effectively to a variety of needs and preferences.

To achieve high quality services, we will do all we can to develop a committed and highly motivated workforce. This will involve excellent communications throughout our organisation; training and development for staff at all levels; and management leadership that sets clear goals and encourages participation. In recognition of the high standards we demand from our employees, the Council is committed to good employment practices including responsiveness, innovative and flexible working arrangements.

Every manager of a service has a responsibility to ensure that their service area reflects and develops the Council's equal opportunities policies. All targets and quality standards will take into account this policy statement.

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Deputy Head: Leona Baffour

Fair recruitment

We need to show our commitment to equal opportunities in practice. This means fair selection that recruits people according to their ability to do the job and leads to a workforce that has a good cross section of people and reflects the makeup of our local communities.

Positive action to equalise chances

We know that everyone in our society does not have an equal chance, and equal opportunities means taking steps to make up for this inequality. This can take the form of positive action, such as training, to give disadvantaged groups the knowledge and skills needed to be able to take up job opportunities. It also means removing unnecessary educational requirements that disadvantage many people. This is particularly important to make sure that all jobs are open to all at every level and in every type of work in the Council.

A welcoming and comfortable workplace

Making all employees feel welcome and creating a safe environment is also part of equal opportunities. This is why we have a policy and procedure to deal with harassment, whether based on race, gender, sexuality or disability. We want all employees to know that everyone has the right to respect and that we will not tolerate behaviour that threatens groups or individuals.

Flexible work

We recognise that flexible work and career breaks and childcare support are important for equal opportunities. This is why we have maternity and nominated support leave, adoption and dependants' leave. It is why we have job share and want to develop new policies for flexible work patterns and child care initiatives such as our workplace crèche and childcare allowances. We recognise that women are more likely to bear the caring responsibilities and that equal opportunities will only be a reality if there is this kind of support. It is also a way of encouraging men to share responsibility for family care.

Valuing ALL employees

Showing that we value all staff, providing everyone with what they need to do a good job, creating opportunities to develop new skills and progress within the Council, are all important ways of demonstrating equal opportunities in practice. Our policies are designed to set a framework for managers to do this.

Council policy on the recruitment of ex-offenders

1. Background

Lewisham Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, age, disability or offending background.

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 against the job requirements

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the London Borough of Lewisham complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person who is the subject of a Disclosure on the basis of conviction or other information revealed.

Process

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 recruitment packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position

Where a Disclosure is to form part of the recruitment process, successful applicants will be required to complete a CRB form and provide evidence of identity to the satisfaction of the Council.

Access to disclosure of criminal convictions will be restricted to those officers nominated for this purpose. 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 any offences. In reaching decisions about suitability for appointment, the following will be taken into consideration:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the application has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Information contained in Disclosures will not be shared with any other person(s) or bodies other than those provided for under the CRB Code of Practice.