

ST PHILIP HOWARD CATHOLIC VOLUNTARY ACADEMY

PERSON SPECIFICATION

JOB TITLE: Class Teacher

GRADE: MPS

<u>REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>HOW IDENTIFIED</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
RELEVANT EXPERIENCE	1. Working with young people in a statutory or non statutory setting.	Application Form	29. Teaching experience	Application Form and References
QUALIFICATIONS	2. Qualified teacher status or equivalent.	Application Form and Certificates	30. Good honours degree	Application form
SKILLS	3. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 4. Motivation to work with children and young people. 5. Effective classroom practitioner. 6. Competent with ICT. 7. Able to reflect on own practice. 8. Very good communication skills. 9. Good organisational skills and able to meet deadlines. 10. Very good numeracy/literacy skills.	Application Form, Interview and References Application Form, Interview and References Application Form, Interview and References Application Form, Interview and References Application Form, Interview and References Application Form, Interview and References Application Form	31. Able to apply theory to professional practice.	Application Form, Interview and References

.....Continued overleaf

<u>REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>HOW IDENTIFIED</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
KNOWLEDGE	11. A knowledge and commitment to safeguarding and promoting the welfare of children and young people. 12. Thorough understanding of the National Curriculum and KS4 exam context in order to support effective teaching and learning. 13. Secure subject specific knowledge. 14. Commitment to raising standards. 15. Understanding and knowledge of developments in learning and teaching.	Interview and References Application Form, Interview and References Application Form and Interview Application Form and Interview Application Form and Interview		
INTERPERSONAL/ COMMUNICATION SKILLS	16. Use basic written/email correspondence conveying instructions, guidance or information 17. Exchange complicated or sensitive information to a range of audiences and write fairly complex. 18. Very good communication and interpersonal skills. 19. Ability to work with a range of colleagues. 20. Understanding of the range of needs of young people within age group. 21. To have a flexible approach to work. 22. To be committed to the objective of raising achievement in the school. 23. To help raise standards of learning for pupils.	Application Form and Interview Application Form and Interview Interview/References Application Form and Interview Application Form and Interview Interview and References Application Form Application Form		
PHYSICAL CHARACTERISTICS (If appropriate)	24. Be able to work with staff from all backgrounds. 25. Ability to meet deadlines 26. Projects a professional image.	Interview and References Application Form and Interview Interview and References		
DISCLOSURE OF CRIMINAL RECORD <u>(Please see attached for further details)</u>	27. Declaration of full details of everything on candidate's criminal record.	Application form (after shortlisting).		
	28. The successful candidate's appointment will be subject to the Council obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau.	Criminal Records Bureau's Disclosure (successful candidate only).		

Prepared by: Mrs Louisa Morris– Headteacher

DISCLOSURE OF CRIMINAL RECORD

Information Sheet

Level of Disclosure For Post	What Information the Council Requires
<u><i>Declaration of unspent convictions</i></u>	If you have a criminal record, you are required to provide, with your job application form, details of anything on your record which is unspent ¹ under the Rehabilitation of Offenders Act.
Standard Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent¹ convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order² or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory³ Standard Disclosure from the Criminal Records Bureau (CRB)⁴. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>
Enhanced Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent¹ convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order² or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory³ Enhanced Disclosure from the Criminal Records Bureau (CRB)⁴. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>

Notes:

- ¹ The table at the end of this information sheet gives details of what is meant by "spent" and "unspent". If you are still unclear as to what information you should provide, please contact Employee Services for advice
- ² If a person is convicted of an offence against a child and a qualifying sentence is imposed by a senior court in respect of the conviction, the court must order the individual to be disqualified from working with children, unless, given all the circumstances, the court is satisfied that it is unlikely that the individual will commit any further offence against a child.

The same applies to charges/convictions for equivalent armed forces offences.

The Council must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

- ³ In this context, "satisfactory" means containing no offences relevant to the post, which would render you unsuitable
- ⁴ The Criminal Records Bureau (CRB) is a Government agency which handles the Disclosure Service through which criminal record information can be checked by potential employers and other organisations. Further details about the CRB, including their Code of Practice, are available from their website at www.crb.gov.uk or from: CRB, PO Box 91, Liverpool L69 2UH.

Government Department Lists

The CRB's Standard Disclosure and Enhanced Disclosure include, where relevant, a check against Government Department lists of people unsuitable for work with children and vulnerable adults e.g. Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL)

Obtaining A CRB Disclosure

If you are offered the post, the Employee Services Recruitment team will let you know what needs to be done.

If a Standard or Enhanced Disclosure is required, you will be asked to sign a CRB Disclosure application form and to provide verification of your identity. You will receive a copy of the information the CRB discloses to the Council.

Costs

The CRB charges a fee for each Disclosure. Where the Disclosure is required by the academy, the academy will pay the fee.

SPENT/UNSPENT CONVICTIONS -REHABILITATION PERIODS

The following sentences become spent after fixed periods from the date of the conviction (not the completion of the punishment).

Sentence¹	Rehabilitation Period People aged 17 or under when convicted	Rehabilitation Period People aged 18 or over when convicted
Prison sentences ² of 6 months or less	3½ years	7 years
Prison sentences of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, probation ³ , community service/community punishment orders, combination orders ⁴ , action plan, drug treatment and testing and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

Sentence	Rehabilitation Period People aged 12,13 or 14 when convicted	Rehabilitation Period People aged 15,16 or 17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences the rehabilitation period varies:

Sentence	Rehabilitation period
Probation ⁵ , supervision, care order, conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	Once the order expires

¹ Cautions, reprimands and final warnings become spent immediately

² Including suspended sentences, youth custody and detention in a young offender institution

³ For people convicted on or after 3.2.95. Probation orders are now called community rehabilitation orders

⁴ Combination orders now called community punishment and rehabilitation orders

⁵ For people convicted before 3.2.95