HuishEpiscopi







Huish Episcopi Academy

Teacher of Science (Full-time)

Applicant Pack

January 2020

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HuishEpiscopi

January 2020

Dear Applicant

Thank you for expressing an interest in joining Huish Episcopi Academy as a Teacher of Science.

We believe that Huish Episcopi Academy is a great place to work. As you will see from the details enclosed in this information pack, we are an oversubscribed 11-18 school of over 1500 students based in the heart of the beautiful Somerset Levels. The Academy regularly achieves strong exam results and has an excellent reputation both within and beyond our catchment and demand for student places is very high from across the county.

Huish has a strong reputation for excellent teaching and learning, superb student support, a huge range of opportunities to extend and challenge all learners and ultimately some great outcomes for students. We are not complacent though and are always looking to develop innovative ways of improving what we do. All staff have a voice at Huish and if you are successful in gaining a position in our school you will be encouraged to involve yourself in many aspects of this development.

Our students are fantastic and we are very fortunate to have an above average intake in every year group. The vast majority of students and their parents/carers share our high expectations which results in an excellent ethos within the school and one in which lessons focus on learning. Relationships between staff and students are very positive, in fact staff often give up much of their own time to support students in their work or in extra-curricular activities. I am sure that when you visit the school you will see this for yourself and experience the warm welcome our students extend to any visitors to our school.

Safeguarding is of paramount importance at Huish and we are dedicated to providing an outstanding level of support to our students. We provide regular professional development to all staff to ensure all adults in our community are fully trained to deal with any safeguarding issues appropriately. We have recently moved to a web based safeguarding package called *myconcern* which gives staff quick and easy access to recording incidents and ensures all safeguarding concerns are chronologically recorded.

In September 2018 the school moved to a vertical tutoring and House system, with 5 Houses (Bailbrook, Chelston, Lambrook, Merchant and Pennard). The purpose of developing this new system was to bridge the gap between pastoral and academic areas of school life, to create an identity and sense of community within each house and the school as a whole, to enable student leadership to thrive and to embed healthy competition between the houses. Although we are at an early stage of the new system, I have been impressed by the way in which staff and students have embraced change and are already becoming very competitive!

The sixth form also plays an important part of the House system, with vertical tutoring across years 12 & 13 and an expectation that older students will work within their houses with lower school tutor groups on a regular basis; be it to support tutors or to run sessions on their own. We are lucky to have a fantastic sixth form which opened in its purpose built facilities in 2010 and has gone from strength to strength. Pleasingly, large numbers of students have obtained places at top universities, including both Oxford University and Cambridge University. More recently, half of our leavers obtained university places, all of them gaining their first or second choice.

At Huish Episcopi we also manage our own sports and leisure provision, Huish Leisure, for which staff get free membership and reduced rates for classes and child activities during school holidays. A large amount of investment has been put in to ensure we provide excellent facilities for our leisure users, students and staff. The most recent development being the refurbishment of our pool, turning it from a dated lido pool to a modern indoor facility. We are committed to investing capital funds on a regular basis to benefit the students and staff at Huish.

Another recent development has been moving the catering to an in-house provision. Having had external caterers for many years we decided to bring it into our business portfolio so that we can develop healthier and more locally sourced food produce and develop more environmentally friendly practices, along with improving the range of delicious food on offer to staff and students.

After reading through the information pack I very much hope that your interest in our school is sustained and I look forward to reading your application.

Yours sincerely



Chris Wade
Principal

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Email: office@huishepiscopi.somerset.sch.uk Web: www.huishepiscopi.net
Facebook: www.facebook.com/HuishEpiscopi Twitter: www.twitter.com/HuishEpiscopiAc
Principal: Mr C J Wade BSc Registered in England and Wales: 7341553
Registered Office as above. Company limited by Guarantee. An exempt charity

Wellbeing and Benefits at Huish Episcopi Academy

Huish Episcopi Academy recognises the importance of investing in our colleagues, and as such we offer a number of benefits during your employment with us:

- Gym membership – subsidised
- Free swim sessions for all staff during term time/week days
- Free fitness class
- Care First website (Vitality) and confidential counselling provision
- Free tea and coffee
- Termly staff 'gatherings'
- Social Committee
- Eye care subsidy
- Staff wellbeing committee
- Staff clubs

Introduction

Thank you for your interest in joining Huish Episcopi Academy. Within this pack of information you will find further details about our school which I trust you will find useful.

We believe Huish is a great place to work. The staff at the school are hugely supportive and our students are some of the best and most rewarding I have ever had the pleasure to work with. We are proud of the excellent working relationships between the staff and students which create a very special ethos within our school. We are fortunate to have a highly academic intake of students each year which ensures that teaching and working with students is very rewarding since the focus is very much on learning, progress and achievement. This is recognised by families within our catchment with approximately 30% of students choosing to join Huish from outside our catchment which means that we are consistently oversubscribed.



We are a very forward thinking school and we were one of the first schools to convert to Academy status with the extra funds being used to increase staffing levels, reduce class size and improve the school facilities. In recent years we have opened a new £750,000 teaching block in order to accommodate the large numbers of students wishing to join the school, and have built a new roof for our swimming pool. We also manage our own sports provision, Huish Leisure, and have excellent on-site sporting provision including a large sports centre, gym and dance studio. In 2015 we added an artificial grass pitch to the facilities, which has been supported through funding from the Football Foundation and South Somerset District Council. All staff receive reduced rates for gym membership which reflects our commitment to the health and well-being of people who work at the school.

We were judged as "good" in our Ofsted inspection (December 2017), the report states that "a culture of ambition and aspiration is developing in the school, which is helping to improve outcomes for pupils and students." In terms of leadership, the report says "Leaders are determined to ensure that pupils and students are challenged more consistently so that aspirations are raised".

Despite a very positive inspection report, we are determined to move back to outstanding and have put a range of actions in place to ensure that this occurs. These include:

- A renewed focus on teaching and learning particularly focussed on embedding more challenge
- Refocusing our pastoral system on ensuring students make progress as well as continuing to provide excellent support
- Using data provided by SISRA to track the progress of individual students very closely to ensure we can intervene quickly where underperformance is identified



Given the quality of staff at the school we are very confident that these actions will ensure that we make the improvements necessary to be once again regarded by OfSTED as outstanding.
The excellent behaviour of students at the Academy is reflected in our very low rates of both fixed term exclusion and permanent exclusion and visitors to our school often comment on the very positive ethos seen in and around lessons. This allows staff to concentrate on teaching rather than constantly battling against students who don't want to learn.



We have an extensive CPD programme in place and believe in ensuring that our staff are invested in to stay at the top of their profession. Many of our Middle Leaders have been trained through Leadership Pathways or Leading from the Middle. We hold regular in-house training events for topics such as: lesson planning, teaching SEND students effectively, outstanding Post-16 education, active learning, literacy and sharing good practice. Every member of teaching staff has quality time made available to them to observe, in a non-hierarchical non-judgemental sense, other members of staff teaching across the school.

In addition, we have two Advanced Skills Teachers as well as two further Teaching and Learning mentors who are all recognised as top practitioners available for advice, guidance and professional support.

We feel that individual attention for students is vital to their progress and this individualised provision is also reflected in our curriculum offer and differentiation within lessons.

We have an extensive extra-curricular programme across many subjects within school. We offer a wide range of sporting activities with our teams and individuals enjoying huge success at both regional and national levels. Within Performing Arts a huge number of opportunities are available with previous performances including "Arabian Nights", "West Side Story", "Guys and Dolls", "Les Miserables" and "We Will Rock You".

These high profile performances feature alongside a range of other events including our very popular and successful annual fashion show. We also offer a very wide range of trips and visits throughout the year which include a student exchange to Nice, geography trips to Sicily and art trips to Paris. Within this country there are a host of visits to further extend learning including to the Saatchi Gallery, Globe Theatre, Bristol Zoo and the Clothes Show to name but a few. We also have an extensive gifted and talented programme for our most able and they have recently been on a residential visit to Cambridge University. These visits reflect our belief that education goes beyond academic achievement and must include memorable learning experiences which inspire and instil in students the readiness to play a positive and active role in their community.



I hope that this brief outline of our Academy has given you a flavour of the work that we do and maintained your interest in applying for the vacancy. We do expect high standards of professionalism,

hard work and a willingness to go the extra mile for the young people in our care. However, in return we will offer the opportunity to work with highly rewarding students in a very supportive school which has very high aspirations of what it can achieve.

If you wish to further your application, I look forward to receiving a completed application form and a letter in support of your application. Your letter should outline what you can contribute to improving the attainment and progress of students at our school in order to help us move to outstanding as well as any additional skills you would be able to offer our students in a wider sense.



Chris Wade
Principal
Huish Episcopi Academy

DEPARTMENT INFORMATION

Teacher of Science

Full-time. Qualified Teachers' Pay Scale. Permanent
The ability to teach A Level Chemistry would be an advantage
To start September 2020

Staff

Nine full time and five part time teachers.

Two full time and three part time technicians.

Accommodation and Resources

There are twelve labs that are well-equipped and serviced from a central prep room. Each of the labs is fitted with an interactive whiteboard (Smartboard).

Curriculum and Courses

Year 7, 8 and 9 are taught in broad bands. Other year groups are taught in ability sets within two, half-year populations. Assessment of pupils is continuous, making use of AfL techniques, assessments and end-of-year exams.

a) Year 7, 8 and 9 (12% of curriculum time)

Pupils are taught general science in Year's 7 and 8. From Year 9 onwards, pupils are taught under the separate science headings of Biology, Chemistry and Physics. They also start their GCSE course in September of Year 9.

b) Year 10 and 11 (18% of curriculum time)

Our top two sets study the Separate Sciences (Triple Science), with the remainder following the Combined Science Trilogy route (AQA).

c) A level Sciences (16% of curriculum time)

Biology – Edexcel SNAB course.

Chemistry – OCR B Salter's course

Physics – OCR Physics A

d) BTEC level 3 National Diploma in Applied Science – equivalent to 2 A levels (32% of curriculum time)

The Post

The successful applicant will be expected to teach across the full ability range from Year 7 to 11. The ability or potential to teach Chemistry A Level would be desirable but not essential. Overall, we are seeking to employ a teacher with excellent teaching skills and the capacity for hard work. They should be open-minded and bring an extra dimension to an already successful department.

Please include a letter of application with your application form.

For further information: please contact Paul McSparron, Head of Department at PDMcsparron@educ.somerset.gov.uk

Closing date for applications- noon, Friday 24 January 2020. Completed application forms should be returned to Miss Leach at: huishrecruitment@educ.somerset.gov.uk.

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JOB DESCRIPTION

Job Title:	Teacher

Main Purpose of Job: *Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.*

- to teach and in doing so provide an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- to monitor and support the overall progress and development of students as a teacher/form tutor

Main Responsibilities and Duties: *What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.*	% of Time

The postholder:

- Is responsible to the Principal in all matters, to subject leaders in respect of their teaching of those subjects and to progress team leaders in respect of their work as a form tutor.

- Interacts on a professional level with colleagues. Seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the school curriculum with the aim of improving the quality of teaching and learning in the process.

LEADERSHIP RESPONSIBILITIES

(a) to act as a leader of learning in respect of students assigned to him/her.
(b) to identify teaching and learning needs by comparing and contrasting current performance and achievement, for example, with other Key Stages/Curriculum areas in the school (or in other schools), with Government targets, or in response to targets/aspirations set by the Academy Directors or Central Government
(c) deciding or recommending planned courses of action to address those needs, overseeing the implementation of the plans
(d) through monitoring, assessing the extent to which actions are being successful and using this information to enforce further modification of teaching and learning

MANAGEMENT RESPONSIBILITIES AND KEY TASKS

(a) to undertake a designated programme of teaching
(b) to ensure a high quality learning experience for students which meets internal and external quality standards
(c) to use a variety of teaching and learning strategies which will stimulate learning appropriate to student needs and demands of the syllabus

(d) to assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area
(e) to contribute to the curriculum areas and Academy Improvement plans and their implementation
(f) to take part in the school's staff development programme by participating in arrangements for further training and professional development
(g) to continue personal development in the relevant areas including subject knowledge and teaching methods
(h) to engage actively in the Performance Management review process
(i) to ensure the effective/efficient deployment of classroom support
(j) to work as a member of a designated team and to contribute positively to effective working relations within the school
(k) to track student progress and use information to inform teaching and learning
(l) to communicate effectively with the parents of students as appropriate
(m) to take part in development and liaison activities such as Open Evenings, Parents' Evenings, INSET and liaison events with partner schools
(n) to contribute to the development of effective subject links with external agencies e.g. partner primary schools
(o) to teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
(p) to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required including the School's Information Management System
(q) to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
(r) to maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
(s) to mark, grade and give written/verbal and diagnostic feedback as required
(t) to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
(u) to undertake any other duty as specified by School Teachers Pay and Conditions Board (STPCB) not mentioned in the above

To carry out the duties of a form teacher in respect of form pupils, to include:

- the maintenance of discipline and acceptable standards of conduct and appearance of pupils
- the establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems
- the marking of form registers, ensuring absences and lateness are accounted for and taking appropriate action when they are not
- the compilation of reports, profiles and references on pupils as required
- the monitoring of homework of pupils, the teaching of form periods, escorting the form to assemblies and attending tutor meetings called by Year Heads.

In addition:

This job description does not define in detail all the duties/responsibilities of the post; it will be reviewed and may be subject to modification or amendment after consultation and agreement with the post-holder.

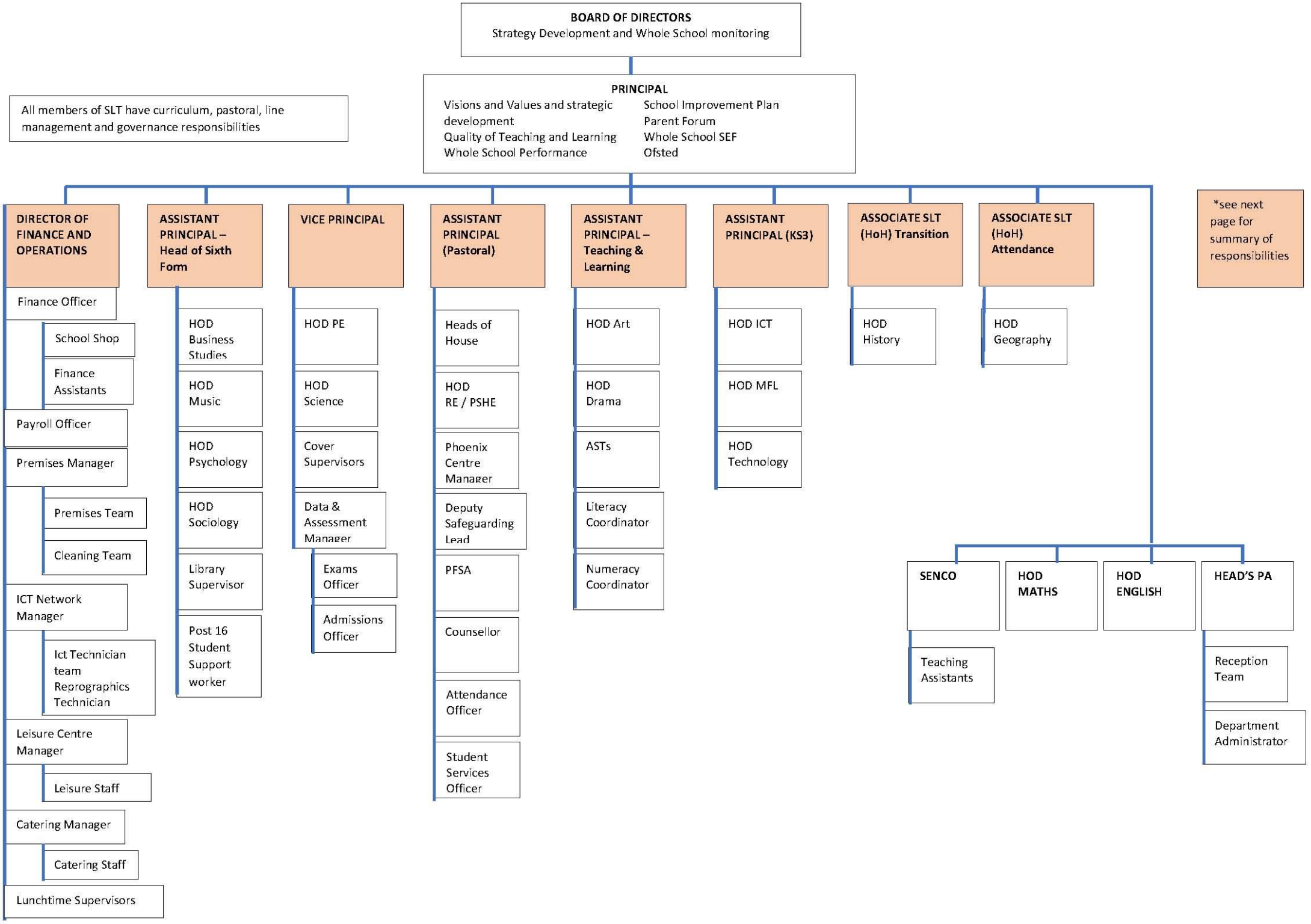
Closing date for applications- noon, Friday 24 January 2020.

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PERSON SPECIFICATION- TEACHER

		Essential	Desirable	HOW IDENTIFIED
Experience	The ability to use data and assessments to monitor and track pupil progress	✓		Application & interview
	Experience of teaching within the post 16 phase.		✓	Application
	Evidence of current relevant professional development	✓		Application
Knowledge & Understanding	Understanding of how young people learn and are motivated	✓		Letter & interview
	Familiarity with current educational initiatives and developments and their impact at local level	✓		Letter & interview
Skills	Excellent classroom teacher	✓		Reference
	Ability to analyse data, draw conclusions, formulate action plans	✓		Letter & interview
	Ability to set challenging targets and measurable outcomes	✓		Letter & interview
	Ability to participate in relevant extra-curricular activities		✓	Letter Reference & interview
	Well-developed ICT skills and sound administrative skills	✓		Reference & interview
	Excellent interpersonal skills	✓		
Personal qualities	Ability to work as a member of a team	✓		Reference
	Ability to develop and maintain positive relationships with colleagues, governors, parents, pupils, the LA & community	✓		Reference
	Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.	✓		Letter & interview
Qualifications & Training*	Relevant Degree + Teaching qualification	✓		Application

Please note that essential criteria must be met in full and original certificates will be required at interview, if shortlisted. **Closing date for applications- noon, Friday 24 January 2020**


BOARD OF DIRECTORS
Strategy Development and Whole School monitoring
All members of SLT have curriculum, pastoral, line management and governance responsibilities
PRINCIPAL
Visions and Values and strategic development
Quality of Teaching and Learning
Whole School Performance
School Improvement Plan
Parent Forum
Whole School SEF
Ofsted
*see next page for summary of responsibilities
DIRECTOR OF FINANCE AND OPERATIONS
Finance Officer
School Shop
Finance Assistants
Payroll Officer
Premises Manager
Premises Team
Cleaning Team
ICT Network Manager
Ict Technician team
Reprographics Technician
Leisure Centre Manager
Leisure Staff
Catering Manager
Catering Staff
Lunchtime Supervisors
ASSISTANT PRINCIPAL – Head of Sixth Form
HOD Business Studies
HOD Music
HOD Psychology
HOD Sociology
Library Supervisor
Post 16 Student Support worker
VICE PRINCIPAL
HOD PE
HOD Science
Cover Supervisors
Data & Assessment Manager
Exams Officer
Admissions Officer
ASSISTANT PRINCIPAL (Pastoral)
Heads of House
HOD RE / PSHE
Phoenix Centre Manager
Deputy Safeguarding Lead
PFSA
Counsellor
Attendance Officer
Student Services Officer
ASSISTANT PRINCIPAL – Teaching & Learning
HOD Art
HOD Drama
ASTs
Literacy Coordinator
Numeracy Coordinator
ASSISTANT PRINCIPAL (KS3)
HOD ICT
HOD MFL
HOD Technology
ASSOCIATE SLT (HoH) Transition
HOD History
ASSOCIATE SLT (HoH) Attendance
HOD Geography
SENCO
Teaching Assistants
HOD MATHS
HOD ENGLISH
HEAD'S PA
Reception Team
Department Administrator

DIRECTOR OF FINANCE AND OPERATIONS
Finance
Premises
Support Staff
Health and Safety
Educational Visits
Leisure Centre
Catering
Staff wellbeing
School transport
Data Protection Lead

ASSISTANT PRINCIPAL – Head of Sixth Form
Quality of teaching, learning & assessment for post 16
Progress & achievement Post 16
Retention, recruitment, transition (ks4 - ks5)
Sixth Form AIP
Sixth Form enrichment/progression
Sixth Form curriculum development

VICE PRINCIPAL
Ks4 achievement & progress
Liaise with AHT (ks3) data & progress
PP expenditure & outcomes
Intervention
School Calendar
Middle leaders
Curriculum 11-19
Timetable
Data management, exams & SIMS
DIPs

ASSISTANT PRINCIPAL (Pastoral)
House System (KS3-5)
Prefects and School Council
Safeguarding – DSL
Multi-agency work
Behaviour, rewards & sanctions
Phoenix Centre
Pastoral Structures
Staff duties
Whole school

ASSISTANT PRINCIPAL – Teaching & Learning
Staff CPD
Blue sky
Learning & assessment
Academy Leadership Programme
Research in learning
Leadership of T&L group
Whole school events
PIXL
Staff Induction/Exit
NQT

ASSISTANT PRINCIPAL (KS3)
KS3 achievement & progress
E-learning/google classroom
CEIAG/work experience/work related learning (KS3-5)
Website
Communications/publicity/marketing
Open evenings
Lead learners
International dimension
Whole school enrichment & curricular activities

ASSOCIATE SLT (HoH) Transition
Transition KS2 > KS3
Deputy DSL

ASSOCIATE SLT (HoH) Attendance
Whole School strategy for attendance
Liaison with Head of Sixth on attendance

Huish Episcopi Academy - Recruitment Guidance Notes

1. All job vacancies can be found on our website www.huishepiscopi.net. The application forms for Teaching posts and Support Staff posts are available on the website. Please also complete the recruitment monitoring form.

   Please complete the application and recruitment monitoring forms either post to Miss Z Leach, PA to the Principal, Huish Episcopi Academy, Wincanton Road, Langport, Somerset, TA10 9SS or by email to Miss Leach at: huishrecruitment@educ.somerset.gov.uk

   The information supplied by you on this form will be used for recruitment and selection purposes only. The Academy undertakes that if it needs to use the information for any other purpose it will not do so without having first obtained your consent.

2. **Guidance on completing your application**
   Your application form is our only basis for selecting you for interview, so it's important that you complete it in a way that does you full justice and enables us to make a fair assessment of your suitability for the job. All sections of the application form must be completed and the application must be forwarded to the Academy as specified in the advertisement, for processing. The following suggestions should help you to do this.

   If you are submitting a written application, please make sure your application is clearly legible and written in **BLACK ink or type**. Attach any additional sheets to the back of the application - please do not stick or pin anything in between pages. CVs are not normally accepted, unless specifically requested as part of the process.

   You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.

   If you are completing the form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form.

   Part C: Experience
   Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children, young people and adults who access our services. You are therefore required, in this application, to provide details of your full employment history that you might not, in other forms of employment, be required to provide. Include brief reasons for any gaps in between employment. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.

   Part F: Personal Statement
   Refer to the enclosed job description and person specification and think carefully about how you meet the key competencies for the post. Include relevant examples from your involvement in paid and/or voluntary work, outside interests and any other relevant activities. If you are a school or college leaver with little work experience, draw on your time at school or college and extra-curricular activities you were involved in.

   Part H: References
   We require two references, which will normally be contacted once you have been shortlisted for interview. To ensure that we can obtain references as quickly as possible, please provide a telephone number and e-mail address for both your referees. References will be requested by email where

possible and it is your responsibility to ensure that your referees consent to their details being provided.

Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant.

For posts working with children, any current or previous employer will be asked about relevant disciplinary offences (time expired or not), whether you have been the subject of any child protection concerns and the outcome of any subsequent enquiry or disciplinary procedure.

We reserve the right to ask for information from any previous employer, especially any job involving work with children or vulnerable adults.

3. **Data Protection Legislation**

Data Controller: Huish Episcopi Academy
Data Protection Officer contact: dposchools@somerset.gov.uk
Purpose for processing: to run recruitment processes
Legal bases for processing: right to work, safer recruitment.
By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
Data sharing: the personal data provided will be shared internally by Huish Episcopi Academy. This information may be disclosed to Government Departments where there is a legal obligation to do so.
Transfers abroad: Personal data in our e-recruitment system is kept within the EEA.
Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.
Your rights: You have the right to ask Huish Episcopi Academy for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator https://ico.org.uk/
Consequences: If you do not supply the information requested on this application form we will not be able to process your application.

4. **Acknowledgement of Applications**

Unfortunately, due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of written applications unless you specifically request this by enclosing a stamped addressed envelope. If you have not heard from us within 3-4 weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

5. **Attending for Interview**

When attending an interview, you will be required to bring:

- Original qualification certificates
- Original, government issued, identification: Passport, driving licence etc.
- Proof of eligibility to work in the UK: Visa, passport, birth certificate etc.
- It would also useful to bring along any current DBS clearances that you have.

6. **Medical Clearance**

The Academy has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form, and if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases, a medical examination may be necessary before an appointment can be confirmed.

7. **Disclosure and Barring Service (DBS) Checks**
   The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts require a criminal records check via the Disclosure and Barring Service.

8. **Spent criminal convictions**
   The post for which you are applying is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information regarding spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Directors. Any information will be treated in strict confidence and will be considered only in relation to your application for this post.

9. Huish Episcopi Academy strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

10. The Directors, as the employers of the 'staffing complement' will have regard to this policy insofar as it is consistent with the character of the Schools Foundation and its Trust Deed.

11. Canvassing the support of members of the Huish Episcopi Academy may lead to disqualification of a candidate's application.

12. **Checks on Personal Data.**
    We check details of shortlisted candidates against information held by us to determine if candidates are known to the Academy. We hope you appreciate that these checks have to be made to ensure that, as far as possible, we protect our school. In an extremely small minority of cases, the Academy may deem it inappropriate to pursue an individual's application further after these checks have been made. Such a decision would only be made after thorough research, at the end of which there was clear evidence that employing the individual would pose a risk to our school. These checks are made only for this purpose.
13. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.

14. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month's salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Directors decide that there are extenuating circumstances.

15. The Academy is committed to the safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

If you have problems completing the form or require it in a different format, please contact the Academy on 01458 250501.