



## **Background Information**

### **School Organisation:**

St Wystan's is non-selective, co-educational School for pupils aged 2½-11. The Pre-Prep and Prep consist of Kindergarten to Form 6 with one class per year group and places for 16-18 in each class. Whilst there are organisational differences between the ways in which school life is structured for Early Years, Pre-Prep and Prep pupils, the school still operates as one unit from Nursery through to Year 6.

The majority of pupils transfer through the entire school and proceed to their first choice of Senior School at the end of Form 6, many with Scholarships and Exhibitions including academic, art, music and sports awards.

The School has a Senior Leadership Team which includes the Head, a Deputy Head, Operation and Finance Managers. The team meets weekly chaired by the Head to discuss organisational items. Pastoral care and pupil welfare are paramount in the school and all Teachers ensure their pupils are happy, confident and successful.

### **The School:**

St Wystan's School was founded in 1926. It is a co-educational school and is located in the picturesque village of Repton. The School merged with Repton in September 2020, however remains independently run, with its own separate identity. It has approximately 100 pupils aged between 2 ½ and 11 years and operates a five-day week, providing wrap around care from 7.30am to 6.30pm.

### **Facilities:**

The School occupies, all of which are arranged around a central courtyard. In addition, through the school's link with Repton School, there is a fantastic separate Forest School area, sports hall, Astro pitch and large sports field.

Kindergarten is situated apart from main school and have their own designated gardens specifically designed to cater for younger children's needs.

### **Staff:**

St Wystan's School provides a stimulating and exciting working environment where staff are given opportunities to grow and autonomy. Every classroom is a castle! We offer a thorough induction programme where staff are fully supported on their entrance to the school, and a continuous professional development programme through a structured performance management process

where all staff are given opportunities to continue to learn and develop in their careers. Staff are supported through a mentoring system which provides a less formal support structure throughout their first year. We are a close-knit family and have a number of social events throughout the year to ensure we have the right balance of work and play!

The School enjoys a talented, committed and loyal teaching staff. The ratio of teachers to pupils is low. In addition to Form Teachers, there are specialist teachers for PE, French and Music, as well as a plethora of Peripatetic Music Teachers.

All staff, who teach at the School make contributions to school life outside their own specialisation as well as to our co-curricular programme and in pastoral support across the School. The school has a strong community feel and new members of staff invariably speak of the supportiveness and friendliness of their colleagues and the pupils. NQTs are given full support in their official induction year towards acquiring Qualified Teacher Status.

Staff meetings are held weekly and may be general in nature or consider a particular subject or aspect of school development and life. Meetings are manageable and we ensure that they are neither unnecessary nor time consuming: everyone needs a little time to take stock!

There are Teaching Assistants from Nursery to Form 2, as well as an additional teaching assistant working across the Prep School (Y3-Y6). There are designated staff to provide support at lunch time. School meals are prepared by our cooks on site and lunches are provided free of charge.

### **Learning at St Wystan's:**

St Wystan's enables children to prepare for a world in which simply absorbing and regurgitating bite size chunks of knowledge will be worthless. Our pupils undertake a 21st century education, where they become armed with a toolkit of thinking skills which are transferrable to their future education and the inevitable demands of the workplace.

As part of our Habits for Learning, pupils learn through collaboration, the development of resilience, reflectiveness and resourcefulness, skills which are encased within a formal academic curriculum. We aim to equip our children to work well with others, think creatively and distinctively, to explore and take responsibility for their learning through questioning, curiosity, courageous risk taking and ongoing reflection. Children of all abilities are enabled to broaden their own potential by truly believing that their ability is expandable, not fixed. We talk to the children about strategies, teach them to think independently, explore and use their initiative in seeking the answers. We are helping to shape the next generation, a cohort of creative, excited and innovative young people to be ready to change the world. Children should have large aspirations!

The school a child wants to be in is one which will teach them how to live, which will abandon the exam rat race and instead create thinking individuals who can reason, learn to understand fellow human beings and above all, think creatively and originally. Schools are not simply invented for little people to become the same as big people, but for the pupils to learn how to move into the world.

### **Curriculum:**

The School not only focuses on core subjects such as Maths, English and Science, but provides a broad curriculum including Art and DT, IT, Humanities and specialist teachers in Music, French and Sport.

The Creative Arts are particular strengths of the School. Musical opportunities abound through choirs and orchestra as well as performances both informal and formal throughout the year. Art and Drama afford opportunities for the children to explore their creative side. Drama takes place in the curriculum every week, as well as Form Assemblies. Every pupil has the opportunity to perform and take to the stage.

Sport is another strength. Pupils follow a varied programme of activities which include rugby, football, hockey, netball, rounders, gymnastics, athletics and dance. Fixtures are held against neighbouring schools inspiring not only competitiveness but also a recognition of being part of a team and participation. Excellence is fostered whilst always adhering to a policy of sport for all. Sports Day is a highlight in the School Calendar.

#### **Pastoral:**

Pastoral care is paramount to our pupil and staff welfare. There is a simple and effective system of rewards and sanctions. A House System is in place and all children and staff are associated with one of the four houses. The children are able to earn House points for good behaviour and kindness as well as for academic or sporting achievement. All staff are responsible in helping to ensure that all the children are happy in school. The school prides itself in its outstanding pastoral care.

#### **Terms and Conditions:**

The School has its own salary scale depending upon the role and responsibility. All lunches are provided on site. We believe in supporting teachers' professional development; in addition to internally organised staff training, teachers at the school are encouraged to attend courses, conferences and visit other schools which will further their expertise and career.

#### **Finale:**

St Wystan's is a truly unique school where children are genuinely happy and develop a love of learning within a family orientated community. We believe that children achieve academic success when they are happy and fulfilled, where each child is recognised, cherished for their individualism, fully supported and enabled to grow and develop at their own unique rate.

As a small school, all our children have the chance to shine, to discover their talents and their strengths in addition to dealing with their inevitable weaknesses. All children have the opportunity to compete in school teams, perform in assemblies and concerts and most importantly, be valued for their individuality. Everyone is someone at St Wystan's, no matter what they contribute to the school.

#### **Our aims at St Wystan's are:**

1. To **nurture** the individual
2. To **inspire** academic success
3. To **prepare** children for their future, whatever that may entail
4. For children to **achieve** their first choice of senior school, one in which the child will thrive and succeed

More information can be found on the School Website at [www.stwystans.org.uk](http://www.stwystans.org.uk)

# St Wystan's School

## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

### 1. Application Forms

- Applications will only be accepted from candidates completing the appropriate School Application Form in full. Curriculum Vitae will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts at St Wystan's School involves the responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. (Please see individual Job Description for the post.)
- Accordingly, applicants are required to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the rehabilitation of offenders act 1974 (exceptions) order 1975 (as amended in 2013) by SI 2013 1198 (Please see separate 'Policy on the Recruitment of Ex-Offenders' for further information if required.)
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- **The successful applicant will only be able to commence employment at the School once the Finance Manager is in receipt of the Disclosure from the Disclosure and Barring Service and two written references.** (Only in certain circumstances will applicants be able to start without receipt of the DBS certificate and, if so, separate procedures to cover this situation will be followed, and will include a check of the Barred List.)
- The School will normally seek references on shortlisted candidates (**unless the candidate has specifically requested otherwise**). The School may also approach previous employers for information to verify particular experience or qualifications, before interview. **These will be shredded if your application is unsuccessful but retained on file if you are appointed.**
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young people.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Derbyshire Children's Safeguarding Board.

- Hard copies of all application forms are kept for 12 months following the recruitment process and then shredded.
- Electronic copies of application forms received will be printed and retained as above; electronic versions will only be kept for the duration of the recruitment process and deleted when an appointment is made.

## **2. Invitation to Interview**

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview **must bring the following documents to the interview (copies taken at interview will be shredded if your application is unsuccessful but retained on your Personnel file if you are appointed)**
  - a) Original documents confirming any educational/professional qualifications that are necessary or relevant to the post. (Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.)
  - b) **Four** forms of original identification, at least one of which must be photographic ID, and another must show proof of current address, for example:
    - current photo-card driving licence,
    - valid passport,
    - full birth certificate,
    - utility bill or financial statement, dated within the last 3 months, showing your current name and address or Council Tax Bill or Mortgage Statement issued in the last 12 months.
  - c) If you are in receipt of a Disclosure from the Disclosure and Barring Service which is no more than 3 months old, please bring the original with you.
  - d) Where appropriate, any documentation evidencing a change of name. *(If you are providing a birth certificate as one form of identification, and your name has changed since birth, you must also provide the appropriate documentation, e.g. Marriage Certificate, to confirm the change of name – but this still only counts as one form of identification).*

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

### **3. Conditional Offer of Appointment - Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of two written satisfactory references (if these have not already been received).
- Verification of identity, qualifications and the right to work in the United Kingdom.
- Self-declaration of physical and mental fitness to discharge the responsibilities required by the post.
- Receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, to include a Barred List check. **You are required to bring in your Disclosure certificate to the Bursar as soon as you receive it from the DBS.**
- For teaching posts (including sports coaching) – verification of professional status (e.g. GTC registration, QTS, NPQH), verification of successful completion of statutory induction period, and a check of the prohibition from teaching list.
- For management posts (including heads of academic departments, SLT and governors) – a check of the Section 128 Barring List (Prohibition from Management in Independent Schools).
- Where a teacher has worked in the European Economic Area, a check of the list of teachers sanctioned in other EEA member states.
- Where the successful candidate is a foreign national or has lived or worked overseas for a period of 3 months or more in the previous five years - or longer, if deemed necessary by the School - the candidate will be required to provide a Certificate of Good Conduct from the relevant country/ countries.
- Satisfactory completion of the required Probationary Period (as outlined in the Offer of Appointment letter).

#### **PLEASE NOTE**

Where a candidate is:

- found to be on the Barred List or the Protection of Children Act List, or the DBS Disclosure shows he/she has been disqualified from working with children by a Court; and/or
- found to have provided false information in, or in support of, his/her application; and/or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the Derbyshire Children's Safeguarding Board.

If you have any queries regarding the Application and Recruitment Process at St Wystan's School, please do not hesitate to contact the Operations Manager, Mrs Alex Hardwick:

St Wystan's School

High Street, Repton, Derbyshire, DE65 6GE

Tel: 01283 703258

Email: [operations@stwystans.org.uk](mailto:operations@stwystans.org.uk)

**St Wystan's School**

**November 2021**