



CANDIDATE BROCHURE

CONTENTS

Welcome from the Chair of Governors	3
About John O’Gaunt School Message from the Principal	4
About Excalibur Academies Trust	5 – 6
Training and Development	7
Recruitment and Selection Policy and Procedure	8 – 1
About Hungerford	12



WELCOME MESSAGE FROM THE CHAIR OF GOVERNORS

Thank you for your interest in the post at John O'Gaunt School. I hope the information you receive will inspire you to apply for this position.

This post represents an opportunity to join an ambitious and growing school rooted in our community with strong aspirations for improvement as part of the successful Excalibur Academies Trust.

At John O'Gaunt we are committed to providing the very best for our students.

Hungerford is a small but thriving historic town located in the midst of an area of outstanding natural beauty. Yet it is only 4 miles from the M4 and has its own direct rail link to London.

The school currently has 426 pupils on roll, age range 11-16. It benefits from spacious facilities, is located next to the town's leisure centre, which has a 25-metre swimming pool, gym and offers a range of sports events and classes. John O' Gaunt is part of a thriving community and is a lovely place to live and work.

The school offers an opportunity for this post and as part of Excalibur Academies Trust there are likely to be future opportunities across the Trust. The School recently achieved the rating of 'Good' in its Ofsted inspection and there is a real drive to improve standards. The School is on its way up! We are looking for the right individual who will encourage aspiration in our children, helping all students to overcome barriers to learning.

The person appointed will be an outstanding teacher with a proven track record of teaching across Key Stages 3 and 4 and the ability to recognise the uniqueness of every child and ensure that individual talents are nurtured in an atmosphere of intellectual challenge and curiosity. This is an exciting opportunity to join a highly committed and enthusiastic team. You will be supported by an active group of Governors, Principal and Senior Leadership Team at John O'Gaunt School.

This is just a brief outline of John O'Gaunt School; there is so much more to see and hear. If you feel you have the qualities to take on this challenging and interesting position, we would encourage you to arrange an informal visit to the school prior to making an application. In the meantime, please visit our school website to learn more:

<http://www.johnogauntschool.co.uk>

Thank you for the interest you have shown, and we look forward to receiving your application.



Chris Waldon - Chair of Governors



ABOUT JOHN O’GAUNT SCHOOL

John O’Gaunt School is unique and special. We say that we are a place with ‘*big school ambition, small school care*’. This means that we offer all the benefits of larger schools and have the same ambition for ourselves and our students, whilst offering the care and support that only a smaller community school like ours can.

We pride ourselves on the individual support, advice and guidance that all our students receive. Every child, whilst part of our school community, is treated as an individual and encouraged to reach their potential. A point underlined by Ofsted when they reported that we ‘...support pupils’ social and emotional development effectively, as well as keeping a close eye on pupils’ academic progress.’

We have amazing students and an inclusive supportive school with the drive and ambition to do our best for the whole school community. We’re on a journey; aiming to achieve excellence in everything that we do. The vision is simple – to be an outstanding school.

Our values are to be:

- Passionate about learning
- Proud of our achievements
- Ambitious for our students
- Supportive of our differences
- Caring for ourselves and each other
- Determined to be the best we can be



MESSAGE FROM THE PRINCIPAL

John O’Gaunt School is a dynamic and friendly community school. We are very proud to consider ourselves a school with a family feel and whilst our smaller than average size offers the benefits of knowing each other well, it does not prevent there being big opportunities for our staff. We offer a strong induction and CPD programme and have plenty to offer determined colleagues. We work very closely with Excalibur Academies Trust, so opportunities for development and promotion extend beyond our own school. Curriculum and pastoral leadership are a strength of the school and we have a dedicated team of support staff to assist your work. The resources available to us and IT support belies our smaller size. Our best assets are, of course, our people. Staff are supportive and caring and we place wellbeing at the heart of what we do. The students are generally hard working, well behaved and try their best. They have a real spark about them and deserve the very best we can give them.

If successful in your application, you really will be joining a school that we believe we are right to describe as ‘small but mighty’! Thank you for your interest and we look forward to hearing from you.

Richard Hawthorne - Principal



EXCALIBUR ACADEMIES TRUST

Burbage Pre-school	Age Range 2-4	Manager – Vicky Camp	https://burbage.excalibur.org.uk/our-preschool/about-us/
Burbage Primary	Age Range 4-11	Principal – Zoe Garbutt	https://burbage.excalibur.org.uk/
Cabot Primary	Age Range 4 – 11	Principal – Felicity Llewelyn-Hodgson	https://cabot.excalibur.org.uk/
Easton Royal Academy	Age Range 4 – 11	Principal – Beck Barber-Stubbs	https://www.eroyal.wilts.sch.uk/wilts/primary/easton
Fairfield High School	Age Range 11 – 16	Interim Principal – Amanda Bridgewater	https://fairfield.excalibur.org.uk/
Great Bedwyn CofE School	Age Range 4 – 11	Principal – Michelle Perrett	https://greatbedwyn.excalibur.org.uk/
John O’Gaunt School	Age Range 11 - 16	Principal – Richard Hawthorne	www.johnogauntschool.co.uk
Lambourn CofE Nursery and Primary School	Age Range 2 – 11	Interim Principal – Maria Cupit	https://lambourn.excalibur.org.uk/
Liden Academy and Nursery	Age Range 2 – 11	Headteacher – Jeff Mason	https://liden.excalibur.org.uk/
May Park Primary and Nursery School	Age Range 3 – 11	Principal – Vanetta Spence	https://www.maypark.bristol.sch.uk/
Nythe Primary and Nursery School	Age Range 2 – 11	Principal – Clare El-yorby	https://nythe.excalibur.org.uk/
Oare CofE Primary School	Age Range 4 – 11	Principal – Gudrun Osborn	https://oare.excalibur.org.uk/
Ogbourne CofE Primary School	Age Range 4 – 11	Head – Lucy Crump	https://ogbourne-st-george.wilts.sch.uk/wilts/primary/ogbourne
St John’s Marlborough	Age Range 11 – 18	Principal – Ian Tucker	https://www.stjohns.excalibur.org.uk/
St Katharine’s CofE Primary School	Age Range 4 – 11	Principal – Niki Jones	https://stkatharinesprimary.org.uk/
The Wren School	Age Range 11 – 18	Principal – John Salberg	https://www.wrenschoool.org/



Growing a community of schools Let your individuality flourish Planting the seeds of excellence



Nicky Edmondson - CEO of Excalibur Academies Trust Vision

Vision

Founded in 2012, **Excalibur Academies Trust** has grown from two schools in Marlborough, Wiltshire, to 15 schools reaching from Bristol to Reading along the M4 corridor, providing high quality education to over 6000 children from age 2 to age 18. Our vision is to provide an all-through education in local hubs, with a focus on the best teaching, a broad and exciting curriculum and an outward-facing global perspective. We believe in investing in our staff to ensure we attract and retain talented, dedicated people who are committed to changing children's lives for the better. With a strong track record of raising the achievement of disadvantaged pupils across the trust, it is our mission to promote social mobility and personal fulfilment through the transformative power of education. Our growth strategy is based on our hub model and building the capacity to provide strong support and opportunities to other schools who share our vision.

Values

Ambitious

High expectations and aspirations for everyone; learning from the best and thinking big; an optimistic outlook

Empowering

Believing and investing in our people; developing talent and potential; celebrating diversity and individuality; working collaboratively and celebrating achievement

Ethical

Doing what is right and challenging what is wrong; showing kindness and compassion; promoting wellbeing and sustainability



TRAINING AND DEVELOPMENT



Professional Learning and Development

We never forget that the strength of our organisation is entirely dependent upon the quality of our people and that it is our responsibility to offer the best training, support and development for every member of staff. This starts from the moment you join with a comprehensive onboarding programme, management support and wide ranging CPD opportunities.

Our talent management team focus on ensuring that career progression is at the heart of our plans and innovative opportunities to develop your skills and experience are created.

Excalibur Academies Trust's culture is one in which staff are encouraged and supported to grow and succeed; the professional and personal development of our workforce is immensely important to us. Our professional development programmes are rooted in the best research into and evidence of what improves teaching and learning so that it is of the highest quality. The programmes operate at many levels and it is our ambition to ensure that it captures the needs of all roles and career stages, continually adapting to the ever-changing professional landscape.

Opportunities stem from the Early Career Framework and include nationally recognised professional qualifications, and coaching programmes for staff at all levels and from all disciplines, ranging from the strategic use of the apprenticeship levy to provide opportunities to national leadership qualifications. Experienced teachers will be supported to participate in our own, bespoke leadership development programme, facilitated by experienced leaders from across the Trust. Running alongside these opportunities for development is the Excalibur Continuing Professional Development programme, evidence based, focused on Trust priorities and engaging with a range of internal and external expertise, including keynote speakers, to deliver professional development to meet the needs of our schools. In addition, staff are encouraged to undertake mentoring roles, secondments and cross-trust roles, join working groups and gain experience of different phases.

Your professional development pathway will be flexible to your needs and aspirations, whatever your role and career stage.

Employee Assistance Scheme

As part of Excalibur Academies Trust, all employees have access to a supportive Employee Assistance Programme through Care First, who are an independent, leading provider of professional support services. Care First employ professionally qualified counsellors and information specialists who are experienced in helping people deal with all kinds of practical and emotional issues such as wellbeing, family matters, relationships, debt management, workplace issues and much more. The wellbeing of all staff working within Excalibur Academies Trust is very important.



RECRUITMENT AND SELECTION POLICY AND PROCEDURE

Introduction

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Excalibur will endeavour to attract, recruit and retain staff of high calibre by ensuring that the best possible candidates are appointed. Please see the safer recruitment guidance 2021 for more detailed information.

Recruitment Policy

- Staff will be recruited on the basis of their ability, qualifications and suitability for the position in which they have applied;
- All applicants will be considered equally and consistently;
- All applicants will be subject to an enhanced disclosure and barring service check and all the necessary pre-employment checks before appointment is confirmed.

Recruitment Procedure

- Applicants for employment must complete an application form. The form must be completed in full detailing employment history and suitability for the position. It should be dated in employment history order.
- CVs may be sent in but all applicants must complete the application form in order to be considered for the position.
- Candidates will be shortlisted according to the relevance of their professional qualifications, skills and personal qualities that they can bring to the role.
- Shortlisted candidates will be invited for a formal interview. Candidates may bring along accompanying information that they feel is relevant for the position in which they have applied.
- The interview may require a skills test. The expectation is that Teaching Staff will deliver a 30-minute lesson (candidates will be briefed in advance) and Support Staff may be asked to perform a skills test.
- All formal interviews will have a minimum of 2 people; one of whom will have undertaken safer recruitment training.
- Candidates may be selected for further shortlisting on the day of the interview.
- Excalibur commits to informing candidates within 3 working days of the outcome.
- An offer of employment following the formal interview will be conditional subject to:
 - ❖ A successful enhanced disclosure and barring service check
 - ❖ Confirmation that you are not barred from working with children
 - ❖ That you are not subject to a direction under section 142 of the Education Act 2002
 - ❖ That you are not subject to a direction under 128 of the Education and Skills Act 2008
 - ❖ That you are not disqualified from providing childcare in connection with early or later years' provision
 - ❖ Verification of the applicant's identity
 - ❖ Satisfactory and positive references received (two)
 - ❖ A satisfactory pre-employment health declaration
 - ❖ Verification of professional qualifications
 - ❖ Verification of the applicant's right to live and work in the UK (where the applicant is not a citizen of a country within the EU)
 - ❖ Any further checks which are necessary as a result of the applicant having lived or working outside of the UK
 - ❖ Any other deemed relevant checks i.e. for teaching positions confirmation that applicants are not subject to a prohibition order.
 - ❖ Applicants signing and agreeing to a mutually acceptable start date and agreeing to the standard terms and conditions of employment.

- ❖ Schools should carry out and record risk assessments to decide whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

Pre-employment Checks

All applicants are subject to the necessary checks. The enhanced disclosure and barring service check will require original identification as required by the policy.

The Trust is required to check whether staff who carry out 'teaching work' are prohibited from doing so. The Trust will check with the DfE (Teacher Regulation Agency) and verify qualified teaching status (QTS) and the completion for induction and teacher probation periods with the Teacher Services system.

The Trust is required to check whether any applicant in a managerial position: Governors, Trustees, Members of the Senior Leadership Team and Department Heads are subject to a direction under section 128 of the Education and Skills Act 2008, in compliance with Keeping Children Safe in Education Guidance.

Applicants must ensure that they arrange a time to meet with HR prior to their start date to show their original disclosure certificate. Employment will remain conditional until the original certificate has been provided and deemed satisfactory by Excalibur.

Valid Identity Documentation:

Group 1

- ❖ Current valid passport
- ❖ Biometric residence permit (UK)
- ❖ Current driving licence (full or provisional) with photo card.
- ❖ Birth certificate (UK and Channel Islands, issued at the time of birth – within 42 days of date of birth). Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

Group 2

- ❖ Mortgage statement (UK or EEA)
- ❖ Bank/Building Society Statement
- ❖ Bank/Building Society account opening confirmation letter
- ❖ Credit card statement
- ❖ Council Tax Statement
- ❖ P45/P60
- ❖ Utility bill (UK) but not mobile phone
- ❖ Benefit statement
- ❖ A document from central or local government e.g. from the Department for Work and Pensions, HM Revenue and Customs (HMRC), Job Centre, Social Security.
- ❖ EU National ID Card

Please note that valid documentation should be dated within last 3 months or last 12 months or documentation from local government.

You will also be required to provide history of your address by month and year for the last 5 years.

Pre-employment Health Declaration

Applicants must complete the pre-employment health declaration. It may be necessary for HR to discuss what has been disclosed on the declaration or for the applicant to attend an Occupational Health referral to consider their fitness for the role. The Equality Act 2010 will apply.

References

References will ideally be requested prior to shortlisting. References sent after an offer of employment will ask for health and sickness records at this time. All referees will be asked whether they believe the applicant is suitable for the job in which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Questions will include:

- Confirmation of the dates of employment, job title, reason for leaving, performance and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children.

Please note that references will be taken up with the current or most recent employer and the most recent childcare employer where the individual is not currently working with children.

Contract of Employment

Your contract of employment will comprise the following documentation:

- Letter outlining the details of your post, including start date, pay scale and continuous service (if relevant). It is the post holder's responsibility to inform HR of any change in circumstances or if any of the information on the contract letter is incorrect.
- Statement of Particulars which includes information regarding:
 - ❖ The main location of your place of work
 - ❖ Salary and Working arrangements – probationary period
 - ❖ Conditions of employment as outlined in this policy
 - ❖ Annual Leave
 - ❖ Notice Period
 - ❖ Sickness Allowance
 - ❖ Safeguarding
 - ❖ Conduct of Staff
 - ❖ Membership of a Trade Union
 - ❖ Disciplinary and Grievance Procedure
 - ❖ Excalibur Academies Trust Declaration

Host Families

If the school arranges 'home stay' visits in the UK, the School is required to obtain an enhanced DBS certificate with the barred list information for everyone in the home over 18.

Schools are free to decide if they should get a DBS certificate for 16 and 17 year olds.

Contractors and Agency Staff

Contractors engaged by Schools within the Trust must complete the same checks for their employees that the Trust is required to complete for its staff. Schools should obtain written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to Schools must also complete the pre-employment checks and Schools should ensure they receive written confirmation that these checks have been completed before an individual can commence work. The Trust reserves the right to check individual's right to work in the UK. Schools should check the identify of agency staff turning up to work on their first day.

Retention and Security of Disclosure Information

The Trust will observe the guidance issued or supported by the Disclosure and Barring Service.

It will ensure disclosure information and other confidential documents issued by DBS are locked in non-portable storage cabinets with access restricted to the HR department.

Disclosure information will not be retained longer than is necessary and for a maximum of six months. The Trust will ensure information is recorded in the Single Central Record.

Disclosure information will be destroyed by shredding.

Retention of Records

The Trust is legally required to undertake pre-employment checks and if an applicant is successful in their application, the Trust will retain on the employment file any relevant information provided as part of the application process. This will include copies of documents to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Trust to discharge its obligations as an employer e.g. to that the Trust may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.

This documentation will be retained by the Trust for the duration of employment and will be retained for a period of 7 years. The Trust will ensure information is securely disposed by shredding.

If applicants are unsuccessful, all documentation will be retained for a period of six months and then destroyed by shredding.

Referrals to the DBS and Teaching Regulation Agency (TRA)

This Trust has a legal duty to make a referral to the DBS in accordance with Keeping Children Safe in Education guidance at the time. If a referral is made to the DBS, the Trust may also make a referral to the TRA if the individual is a teacher.

Queries

If an applicant has any queries on how to complete the application process, please contact the HR Department or refer to the safer recruitment guidance/DBS guidance.

ABOUT HUNGERFORD

Hungerford is a beautiful historic market town and civil parish in Berkshire, 8 miles west of Newbury, 9 miles east of Marlborough, 27 miles northeast of Salisbury and 60 miles west of London.

Amenities includes schools, shops, cafes, restaurants and facilities for main national sports.

Excalibur Academies Trust's central office is based only 9 miles from Hungerford, making this an ideal location for the schools it serves and supports. There will be networking and professional development opportunities within our Excalibur Schools.

Rail - Hungerford railway station is off the high street and provides a service to London Paddington. The fastest route takes 58 minutes. Newbury railway (a short drive away) offers another station also offering a direct service to London Paddington and provides cross country services.

Roads - The M4 motorway connects the city from London to West Wales.

Buses - Public transport offers services to Newbury, Marlborough and Reading.

Cycling - There are extensive options to cycle in the beautiful countryside and employees of Excalibur Academies Trust have access to the Cycle to Work Scheme.

