THOMAS WHITHAM SIXTH FORM

CANDIDATE INFORMATION PACK

Thomas Whitham Sixth Form

Burnley Campus

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1. VISION STATEMENT

We are playing a central role in the development and delivery of an exciting and innovative vision for learning in Burnley, Pendle and the surrounding area. As part of the Burnley Learning Partnership initiated by the Building Schools for the Future Project, we work collaboratively as part of an 11-19 continuum in order to raise achievement and aspiration, increase participation beyond the compulsory phase and engender an ethos for lifelong learning.

We are a Sixth Form where learning is an enjoyable and fulfilling experience embedded with high expectations for all our learners. Personalised learning programmes are being developed for our new technology-rich environment thereby allowing all learners to realize their full potential. We are a Sixth Form which values all individuals and makes a positive contribution to everyone's personal and social development by fostering self-esteem and self-discipline as well as respect for others from different backgrounds, faiths, cultures and abilities thereby supporting positive social interaction and inclusion. We are developing an awareness of shared spiritual values and provide opportunities for all within our community to explore their spirituality from a particular faith perspective or from none. We are a Sixth Form which is representative of the best in our community with positive relationships at the heart of everything we do. We are a Sixth Form which collaborates with a variety of partners in the community to enrich the learning as well as personal and social development of all our learners. We embrace the philosophy of an 'extended' learning centre, a Sixth Form serving and shaping the local community. The co-located Faith Centre and Primary school partners (a Primary School, a Primary Special School, a Nursery school and a Children's Centre) are fundamental to this philosophy but every opportunity will be taken to build and extend further links with our community. Our Sixth Form is becoming an active resource throughout the day, week and year. The collaborative Social Enterprise Company has been a trigger for generating and maintaining a vibrant life for the campus. The aim of this Company is to deliver the community cohesion and extended schools agendas. This is an exciting and ground-breaking initiative.

Our new Sixth Form environment provides high quality, state-of-the-art, facilities creating a truly 21st Century learning environment. A modern, flexible, technology-rich learning environment developed within a sustainable and 'green' institution is becoming a real community centre and thereby engendering a sense of pride, place and ownership for everyone within our community not just our learners. We are an innovative self-evaluating organisation which functions effectively and successfully responding to the needs of the learners, parents, staff and the wider community. All staff work as reflective practitioners evaluating and enhancing the quality of their input to the organisation. As such they are a vital resource for our whole community thereby further engendering a sense of pride, place and ownership for everyone.

The Sixth Form is providing an essential 14-19 learning extension with our partner institutions here in Burnley as well as the neighbouring district of Pendle. We are also keen to set up a framework for a 'training school' thereby developing and facilitating high quality teacher training and professional development opportunities for new entrants and current members of the educational workforce.

The Sixth Form is fully committed to safeguard and promoting the welfare of children and young people.

2. CHILD PROTECTION

In this Sixth Form, the welfare of our students is paramount. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people are scrutinized during the selection process for all posts. Staff employed at Thomas Whitham Sixth Form are provided with Safeguarding policies and procedures at the Induction stage and are required to attend a Safeguarding training session once every 2 years.

The designated senior leaders are:-

Mrs Dionne Swift (Director of Campus)
Mrs Zoe Emmett (Principal)

If you have any concerns regarding a student you must contact the designated senior lead immediately.

3. INDEPENDENT SAFEGUARDING AUTHORITY (ISA)

This has been suspended and is not currently a requirement.

4. DISCLOSURE AND BARRING SERVICE (DBS)

All positions at Thomas Whitham Sixth Form are subject to clearance through the DBS. The Sixth Form fully complies with the DBS Code of Practice and will not discriminate unfairly against any applicant on the basis of a conviction or other information revealed. The Sixth Form is committed to safeguarding and promoting the welfare of children and young people.

Applicants who are invited for interview will be required to bring original documents to confirm their identity and compliance with DBS requirements. A full list of required documents will be issued within the interview letter.

Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed. This may include referral to the Police if appropriate.

5. REHABILITATION OF OFFENDERS ACT 1974 – CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act.

These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Chairperson of the appointing body. The envelope should state clearly the name of the school/establishment and the work for which you are applying and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Authority is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment.

Successful applicants will, therefore, be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service, you must present this to the Sixth Form on receipt. Information shown on the clearance certificate will be kept in strict confidence.

The disclosure of a criminal record will not debar you from appointment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago it occurred and what age you were when it was committed and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light.

Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a 'regulated position'.

6. IMMIGRATION AND ASYLUM ACT 1996 – IMPORTANT NOTE

IF YOU ARE APPOINTED TO THIS POST it will be necessary under the statutory provision of the Immigration and Asylum Act 1996 for you to provide evidence of your right to work in the United Kingdom. This must be provided by documentary evidence of your National Insurance Number. Such documentation can also be a P45, a pay slip, a P60, a National Insurance card or via a letter issued by one of the Government bodies concerned. Please note that evidence of your right to work must be provided before a letter of appointment can be issued.

7. REFERENCES

All applicants are required to give the names of at least two persons who are able to comment on the suitability of the applicant to the post. One must be the last employer. If the applicant is not currently working with children but has done so in the past, one reference will be required from the employer who most recently employed the applicant to work with children. References from relatives and friends will not be accepted.

Referees will be required to provide information regarding disciplinary procedures in relation to allegations of inappropriate conduct with children and young people of the suitability of the applicant in regards to the post advertised.

This information will be verified through a criminal records check.

8. QUALIFICATIONS

Applicants invited for interview are required to provide original copies of qualification certificates for inspection by the chair of the interview panel.

9. EQUAL OPPORTUNITIES

All applicants must complete the 'Recruitment Monitoring in Employment' form. This will enable Lancashire County Council to fulfil responsibilities placed upon them under legislation in relation to the monitoring of applicants by racial group and to assist in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

This information is treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the selection panel.

10. COMPLETED APPLICATIONS

Completed applications must be sent to:

The Principal
Thomas Whitham Sixth Form
Burnley Campus
Burnley
BB10 1JD

or alternatively to d.swift@twsf.lancs.sch.uk

Please note that Curriculum Vitaes will not be accepted.

11. SMOKE FREE POLICY

Smoking is prohibited at all times on the premises. Thomas Whitham Sixth Form has a Smoke Free policy which can be provided to you upon request.

12. ATTENDANCE POLICY

The school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognize the importance of good attendance and ensure that any sickness is kept to a minimum. Whilst supporting employees during periods of sickness, the Leadership Team monitors levels of sickness absence in school regularly and takes action in accordance with Sixth Form policies and procedures to deal with unacceptable levels and frequency of sickness. Good attendance enhances the service delivered by schools, minimizes staffing difficulties and ensures best value to the Sixth Form. All employees must understand the importance of good attendance to the operation, performance and image of the Sixth Form and must show a commitment to achieving and maintaining a high level of attendance.

13. PRE-EMPLOYMENT HEALTH DECLARATION

Successful candidates are required to complete and sign a pre-employment health declaration form. Failure to complete this form will mean that appointments will not be confirmed.

14. CONFIDENTIALITY

All information, discussions and documentation associated with candidate applications relating to shortlisting and interviewing is strictly confidential.