



Recruitment Pack



Evergreen School, Deansway, Warwick, CV34 5DF
Evergreen School, Brittain Lane, Warwick, CV34 6DX
www.evergreenschool.co.uk



About our School

This is an exciting opportunity to join Evergreen School, an all-through community special school across 2 separate sites in Warwick. We have 282 children and young people on roll ranging in age from 3 to 19 years old. Although our sites aren't strictly split by age, our site on Deansway provides for predominantly primary-aged children and our site situated on Brittain Lane provides for secondary-aged children and young adults.

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible children. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Head Teacher)

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses, and family support workers on site. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals supports the work of the teaching staff.

Our pupils benefit from a broad range of educational resources and learning spaces. Across both sites we have a swimming pool which is equipped with a sensory multi-media system, a hydrotherapy pool, two soft play rooms, cookery rooms and two sensory studios. Our secondary site has an ICT suite, Enterprise suite, Gym, and recently opened a Book Café and Enterprise Shop.

There are separate, beautifully equipped playgrounds for all key stages and in addition we have soft surface sensory areas to offer a different play experience for our more complex needs pupils. All of our pupils also access forest school on a weekly basis.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly. We are very well served by computer-driven technology, with large plasma screens and visualisers in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to parental involvement and strive to maintain strong links with families and carers. A home-school communication system is in place via ClassDojo as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We have a very active and supportive 'Friends' of the school group (PTA).

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, a DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references at the shortlisting stage. One reference must be from your current employer. If you are employed in a school, the reference must be from the Headteacher.

Our vision is putting our children, young people and families at the heart of everything we do.



Recruitment Process

Pre-employment

Pre-employment checks are an important part of the recruitment process as they allow us to check that the information you have given is accurate, whilst promoting 'Safer Recruitment' best practice which limits the risk to us and the public we serve.

As a result, whenever a position is offered to a successful candidate, it is done so conditionally and so is subject to pre-employment checks which include:

- Two satisfactory references
- Online search check
- Satisfactory medical clearance (work health assessment)
- Evidence of relevant qualifications, registrations and memberships
- Confirmation that the candidate is legally entitled to work in the UK
- Satisfactory Disclosure and Barring Service (DBS) check (enhanced)
- Any other conditions of offer of employment (if appropriate)

How to apply

Your application is important to us and so the following advice has been designed to assist you with your application and to explain the process that we will use to select the most suitable applicant.

You must complete the job application form and email it to recruitment7028@welearn365.com. Unfortunately, we cannot accept CV's.

The decision to invite candidates for interview is based on the details in your application, so please make sure you complete all the sections as fully as possible.

The selection criteria

The person specification describes the skills, knowledge and experience we expect a candidate to have, which we will use to determine whether you are shortlisted. It is important that you show how you are able to satisfy each of the stated criteria.

Please make sure you show in your application, by explaining in detail, how you meet each of the criteria. It is not sufficient to merely repeat what is in the person specification. It is important that you do not leave out any relevant experience or skills / knowledge gained, whenever or however it was gained – for example study, voluntary / unpaid work could be included. Any reasons for gaps in employment should also be recorded on your application. In addition to explaining why you think you can do the post, you should give reasons for applying.

Declaration and signature

Please read your completed application form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

If you are appointed and false declarations or omissions are subsequently discovered, this is likely to lead to disciplinary action and may result in dismissal. If you are submitting your application electronically, then you may use an electronic signature.

Acknowledgement of application

If you are shortlisted you will be contacted with details of the selection arrangements. We appreciate how much time applicants spend on their applications, but unfortunately Evergreen School cannot always acknowledge unsuccessful applications.



References

References will be taken up prior to interview as the post involves working with children. Referees will be contacted by email where an email address has been provided on the application form.

At least one referee must be your present or most recent employer. If you have never worked or have not worked for some time, think of someone who is able to say something helpful and relevant about you, e.g. club or charity organiser for whom you have worked voluntarily, or your Headteacher if you are a school leaver. All appointments will be subject to satisfactory references.

Medical assessment

Any offer of appointment will be subject to a satisfactory medical assessment, which will initially be a medical questionnaire.

Evidence of permission to work in the UK

Under the Immigration, Asylum, Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. If you are selected for interview, we will ask you to provide documentation to prove your entitlement to work in the UK. Appointment to any post cannot be confirmed until this has been verified.

Work permit

If you require a work permit in order to take up employment, you must state this on the application form.

Relationship to Councillor or employee

If you are related to a Councillor or an employee of the County Council, you are asked to declare this on your application. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

Data protection

The school has adopted the guidance set out in the Employment Practices Data Protection Codes and has a policy to destroy unsuccessful applications within 6 months of the recruitment decision having been made.

Declaration of interest

Please give details of any other current employment you have and also give details of any interests that you, your partner or a close relative has which may create a conflict of interest that could affect your employment with the County Council. For example, you or a partner may have an association with a voluntary organisation that receives a grant from the County Council and the post involves monitoring or issuing grants.

Equality and Diversity

Evergreen School is an equality opportunity employer and wholeheartedly supports the principles of equality and diversity in employment. You will be considered for the role you based on your ability to do the job. Once in employment, you will be given the support needed to carry out your full potential.



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