CANDIDATE PACK

The Vale Federation

Stoke Leys Close, Aylesbury HP21 9ET

Telephone: 01296 427221

Email: recruitment@thevalefederation.com

Inspire - Enable - Achieve





Welcome

Dear Prospective Candidate,

Thank you for your interest in one of our positions at The Vale Federation.

The Vale Federation encompasses two Special Schools (one primary, one secondary-aged) in Aylesbury across 2 locations. We support children and young people who are amongst the most vulnerable in our society. All children within the school have severe or profound learning difficulties and come to us as our specialist provision is required to support their often wide-ranging needs.

Staff across all departments make a difference to the lives of every child who comes to one of our schools. We work together as a team, to ensure we deliver everything we can to make all elements and departments of The Federation the very best that it can be.

At The Vale Federation of Schools, every role is essential in achieving the best outcomes for our pupils. Each team member is deeply passionate about their work and committed to contributing towards our shared goals.

Would you like to become part of our team, and be part of transforming a child's life? If you share a passion for making a difference and recognise the value in today's world of supporting the most vulnerable, then we'd like to hear from you. You do not need to have had extensive training prior to starting, just an enthusiasm to work as part of a team and a willingness to learn. We offer comprehensive training, both internally and externally, a full induction programme and potential career development for those who wish to progress.

We have high ambitions for all within our schools' communities. We expect the very best for the children and young people that come to us, and the same is true of our staff. We encourage and support all staff to develop and progress their own careers with us, and we have numerous examples of those that start with us as a Teaching Assistant Range 1, who progress to a Trainee Teacher onto a qualified Teacher. Others have developed expertise within one of the other support fields and followed a career path in that direction.

We take care of our staff. There is a regular wellbeing forum where all staff are represented, we have spacious well-resourced staffrooms with kitchen and IT facilities, a weekly staff bulletin which highlights many of the corporate benefits of being a staff member within Buckinghamshire Council, free on-site parking, and an open-door policy to all on the Leadership Team.

We are a welcoming, forward-thinking, hard-working team and hope you'll take this opportunity to consider joining us. If you would like to find out more about the role or to arrange a tour of the Federation, please contact the HR Team at **recruitment@thevalefederation.com**. We hope to receive your application and meet you in the near future.

Yours faithfully,

Bradley Taylor
Principal

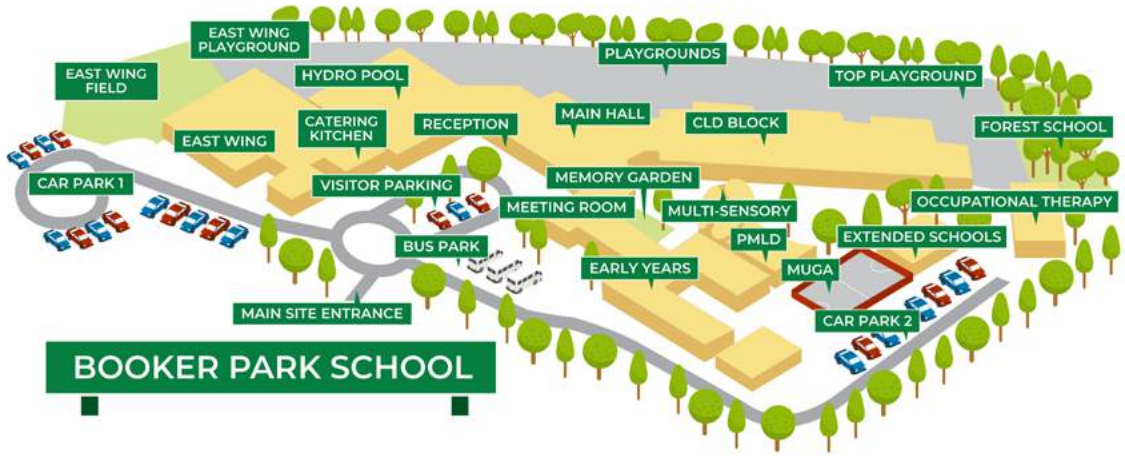
Steve Parkinson
Business Director

Candidate Pack

Booker Park School
Stoke Leys Close, Aylesbury HP21 9ET
Telephone: 01296 427221
Email: recruitment@thevalefederation.com

Booker Park

Booker Park is a large primary special school of 235 pupils for children with a broad diversity of complex needs including Profound and Multiple, Severe and Moderate Learning Difficulties. Almost half of the pupils have an additional diagnosis of an autistic spectrum condition. We are fortunate to have wonderful facilities, including two large halls, a computer room, a hydrotherapy pool, a soft play centre, a library, an observational mirror room, dark room and sensory theatre. We have lots of wonderful outdoor spaces, including our MUGA and outdoor learning spaces. We also have a number of meeting and training rooms which provide a comfortable environment for parents to meet as well as being an excellent location for courses and workshops. We strongly believe in the benefits of multi-professional working, and have on site speech and language therapists, occupational therapists, and physiotherapists, and a school nurse.








Stocklake Park

Candidate Pack

Stocklake Park School

Stocklake, Aylesbury HP20 1DP

Telephone: 01296 423507

Email: recruitment@thevalefederation.com

Stocklake Park

Stocklake Park School is a secondary special school of 108 students delivering educational provision for students with complex learning difficulties, from 11 to 19 years of age. The curriculum for our post 16 students is designed specifically to develop the skills students need in order to prepare for life after school, whilst also delivering for those with a higher therapeutic need. Students have access to a range of therapies, multi-agency professionals and specialist staff, including speech and language therapists, physiotherapists, occupational therapists, specialist teachers and a school nurse.











Vision

Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future

Inspire - Enable - Achieve



Values

Excellence:

We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child's starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development. Staff have high expectations of themselves and fulfil their role to a standard of excellence.

Trust:

We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community. Staff always act in a trustworthy manner. They are honest and reliable at all times.

Courage:

We aim for our pupils to show courage in the challenges that they will face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake. Staff model being courageous and support children's resilience.

Determination:

We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive "can do" attitude. Staff are unfailingly determined to support pupils in achieving their very best.

Kindness:

We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others. Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff are positive role models for children.

Friendship:

We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences. Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.

Respect:

We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs. We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same. Staff are positive role models at all times and demonstrate their respect for others through their behaviour.

Equity:

We aim for our pupils to experience a school environment in which fairness is promoted. Equity is achieved by understanding that individuals need different levels and types of support to achieve their goals. Staff are committed to ensuring that each individual has their needs well met.

Safeguarding

Statement:

At The Vale Federation we take our responsibilities in relation to safeguarding and child protection very seriously. We instil a strong culture of vigilance amongst all members of the school community and believe it is our shared responsibility to safeguard each other.

Safeguarding begins with ensuring that anybody who comes in contact with our young people is appropriately checked and cleared to ensure they are safe to work in our school. Access to the site is closely monitored. Our recruitment procedures follow “safer recruitment” guidelines that include steps to DETER, IDENTIFY and REJECT those applicants who are not safe to work with children. All staff undergo regular and approved training and updates on their obligations with regard to child protection and safeguarding. This includes training in areas such as misuse of the internet and social media, child sexual exploitation and the government’s ‘Prevent’ strategy, aimed at stopping young people from falling prey to radicalisation.

The school works closely with partner agencies such as Woman’s Aid, Barnardo’s, the Police, Social Care and the Local Authority to ensure young people are kept safe. There are occasions that our concern about a child may mean that we must consult other agencies. We work with a range of agencies that are able to provide help, support and advice for parents and families. Whilst we would always aim to work in partnership with parents there may be exceptions to this, when concerns are raised, for the protection of a child.

At Stocklake Park and Booker Park School we have a duty of care to ensure that all users of the school are kept safe from harm. We are committed to provide a secure and supportive environment in which children can develop and grow into mature and responsible people. Safeguarding children is an essential part of our holistic approach to ensure that children are protected from abuse and neglect and that every child reaches their full potential.

The best interests of the children will always be our priority. As such, there are times we will need to record, monitor and share information with other agencies. We will share concerns about our pupils with the child’s parents/carers unless we have reason to believe that such a move would not be in the child’s best interest.

Child Protection Policy

The Vale Federation has a dedicated Child Protection Policy available at all times for staff to review and refer to. Please find below a link to our Child Protection Policy for you to access and read, which will provide an insight to our policy in keeping all our children safe at all times. Click here to view the Child Protection Policy.

REHABILITATION OF OFFENDERS ACT (ROA) 1974

The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

The Vale Federation (includes both Booker Park School and Stocklake Park School), as an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Vale Federation (includes both Booker Park School and Stocklake Park School) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with barred list check (i.e. children, adults or both). It is a criminal offence to apply for or accept a position working with children and/adults at risk if you have been barred from engaging in regulated activity with the relevant group (i.e. adults, children or both).

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see Nacro guidance or Unlock guidance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

The Vale Federation (includes both Booker Park School and Stocklake Park School) ensures that all those in The Vale Federation (includes both Booker Park School and Stocklake Park School) who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

The Vale Federation (includes both Booker Park School and Stocklake Park School) also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, The Vale Federation (includes both Booker Park School and Stocklake Park School) ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Vale Federation (includes both Booker Park School and Stocklake Park School) makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

The Vale Federation (includes both Booker Park School and Stocklake Park School) undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Benefits

- Employer Contribution Pensions Scheme, with Life Cover
- Employee Assistance Programme
- Staff Wellbeing Forum
- Staff Room with Resourced Kitchen
- Free On Site Parking
- Long Service Awards
- Staff discount at local gyms, restaurants, theatre & coffee shops
- Discounts on local travel
- Staff Weekly Information Briefngs
- Training and Professional Development
- Career Development Opportunities
- Staff Update Bulletins & Newsletters
- Discounts On Hiring Our Facilities
- Staff Events
- Annual Flu Vaccination

Staff Code of Conduct

Every member of staff has an important part to play and as role models, need to deliver and uphold certain values. Here is our Staff Code of Conduct Summary Statement, to support this being a great place to work:

Safeguarding pupils

All staff members have a responsibility to safeguard pupils and protect their welfare.

Appearance and dress

Dress in a manner that is appropriate to their role

Attendance

Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

Responsibility

All employees must take responsibility for their own actions and be accountable for these.

Respect

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace.

Honesty & Integrity

All employees must perform their duties with integrity and be open and honest in their dealings and communications with others

Health and safety

Comply with health and safety regulations and school policies, using any safety equipment and protective clothing which is supplied to them, ensuring we keep everyone as safe as possible at all times

E-Safety

Staff will ensure all e-safety policies are adhered to, protecting themselves, the pupils and school community

Photography and Videos

Staff will ensure that no personal devices are used in school at any time, protecting the rights of everyone

Data protection and confidentiality

Staff will respect and adhere to the protection of personal data and confidentiality of all information for all pupils, staff and the school community

The Recruitment Process

To arrange a tour of the school and to find out more about the role please contact the HR Department on *01296 427221 or email recruitment@thevalefederation.com*

Closing date & interview

Closing dates will vary according to the roles and interviews will be conducted as suitable candidates apply. If you have not been contacted within 3 weeks of submitting your application, you must assume that your application has been unsuccessful on this occasion. Please note that CVs alone will not be accepted.

The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media checks) will be carried out for all shortlisted candidates as part of our recruitment process.

DATA PROTECTION

The Vale Federation is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. Data is held in conjunction with our records management policy, a copy of which can be requested from dpo@thevalefederation.com

Click here to view the Data Protection Policy.

Equality, Diversity and Inclusion

Equal Opportunities

At the Vale Federation we create an equal opportunities environment in which everyone is enabled to fulfil their potential and to feel pride in their personal identity. We are committed to supporting the successes and achievement of each and every individual in our school and to develop our students as children who have the right to dignity, self respect, and self advocacy.

We believe that all members of our schools and all who are our partners in the education of children (parents, colleagues in other schools and other agencies, contractors, and visitors to the school), should be valued and respected as individuals and for their contribution to our school.

We believe in the principles of Human Rights as the basis of our approach to equal opportunities, experiences and treatment in school and in life. We are determined that members of our community will not be discriminated against because of their race, religion or culture, sexuality, social background, or disability.

We have high expectations of everyone.

We expect everyone to show respect:

- **for themselves**
- **for others**
- **for learning**

Application Top Tips

- Ensure you fully complete the online application form
- Be careful if ‘cutting and pasting’ from another application form ensuring that it is specific to the school you are applying to and does not contain references to another organisation. Your application could be rejected.
- It is essential that any referees you mention are aware they will be contacted. Your referees will be contacted electronically so please ensure the email addresses are correct.
- Ensure that you provide details and examples of experience, knowledge, skills and abilities which link to the job description and person specification. At this point in the process we only ‘know’ you by how well you describe yourself within your written statement and this could be the difference between getting an interview or not.
- Ensure that you fully complete ALL sections of the application form and that you check your spelling and grammar.
- Please ensure you submit your application form by the deadline date. Once the vacancy is closed you will not be able to submit your application.
- Check that the actual hours and salary are acceptable to you before accepting an interview. The salary range is detailed as the full time equivalent with the appropriate salary alongside it.
- Do your homework – if you are invited to an interview it is useful to be able to draw on information you have gathered about our schools.
- Please note all shortlisted candidates will be subject to online social media checks, so please be aware of any posts or who/what you follow as this will be highlighted.
- Visit us! We welcome and strongly encourage prospective employees to visit our schools. You will be able to see the students across a whole range of special educational needs, look at the facilities and resources we use on a daily basis and meet members of staff who would be happy to answer any questions you may have.

What our staff say...

After COVID happened, I thought about what I wanted from life. After managing a well-known high-street restaurant for the last ten years, I knew I wanted a new job where I could really make a difference. I also wanted a job that could work around my child's school life. I joined The Vale Federation at Stocklake Park in April 2021 initially as a part time Teaching Assistant and I was promoted to Senior Teaching Assistant this school year.

I really enjoy working at Stocklake Park School. I have a brilliant working relationship with my Teacher colleagues and the Senior Leadership Team. I have learned loads and recently trained as mental health first aider. I am pleased that I am making a difference and also have great work- life balance too.

Stuart, Senior Teaching Assistant

Imagine getting up in the morning knowing that you will make a difference that day. Well, this is one of the benefits of working at Booker Park School. Being in a highly staffed class with a small number of pupils allows for strong relationships with the children and their families and this helps you to make the difference! Working as a team with the therapists, we plan and implement a multi-sensory curriculum that meets the individual needs of children. Yes, the day can be challenging. Understanding behaviours, organising lessons around staffing, and keeping up to date with paperwork. However, when you have a moment of refection at the end of the day and you remember the child that made a verbal request for the first time, and the boy that finally completed an activity on his own, that is why you work at Booker Park school.

Debbie, Teacher

From the time I sat down in my interview, I was bought in to the new and intriguing vision and saw it as a fresh challenge. I enjoy every aspect of my job, from seeing projects progress and how they benefit the children to it helping me develop skillsets that I wasn't even aware I had. Every day is different with lots to do but I don't see it as a job as I genuinely love what I do. What makes it even better is developing bonds with the children and seeing their progression through the schools.

Jamie, Facilities & Estates Technician

What our staff say...

I have worked for the Federation since 2016. My main role is to process Payroll for over 300 staff, which at times, can have its challenges, but from day one I have received full training and support, with plenty more training opportunities available to me. What I like about having a challenge, is working through them to see the positive results and benefits at the end.

Although I am office based, I make sure I have interaction with staff at all levels. Working as part of a solid, content team is the reason I am still here after more than 7 years.

For me it is not just a work environment, as there is also a strong community feel across the whole Federation, with many social and well-being events taking place.

Annette, Payroll & Data Officer

I have worked at Stocklake Park School for nearly 3 years now. Although having worked at other organisations, my experience at Stocklake has been a unique one. No one-day is the same. The job comes with many challenges; however, the extensive training and development opportunities has enabled me to overcome these with passion and determination. The camaraderie I share with my colleagues and seeing everyone go above and beyond for the individual needs of young people makes me look forward to coming to work every day!

Sahdia, Teaching Assistant

I have enjoyed working at Stocklake Park School for many years and find it to be a highly dynamic and stimulating environment. Working in a busy school office, no two days are ever the same and I enjoy rising to new challenges, supporting our staff, students, and parents, and ensuring that the admin team assists in the smooth running of the school.

There is a wonderful feeling of community and support for one another, which inspires loyalty and trust. Everyone in the school works together to create a safe, friendly, and nurturing environment for our students to grow and develop, enabling them to achieve their full potential.

Louise, Senior Administrator

Booker Park School Gallery



















Stocklake Park School Gallery

















