



WOODCHURCH HIGH SCHOOL

A Church of England Academy



HR Manager Application Pack



Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven.

Matthew 5:16



God be
merciful to us
and bless us:
and cause his
face to shine
upon us.
Psalm 67:1

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www.woodchurchhigh.com

LETTER FROM THE HEADTEACHER

Dear Candidate,

I am delighted that you have expressed an interest in working at Woodchurch High School. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

We are seeking to appoint an enthusiastic, experienced and committed professional with outstanding interpersonal and communication skills to take on this important role. This is an excellent opportunity for an ambitious professional to develop their knowledge and expertise.

The successful candidate will be able to demonstrate knowledge and experience of advising on policy and practice in relation to all key HR matters such as recruitment and retention, employee relations, absence management, performance management, training, disciplinary and grievance procedures, terms and conditions of service and welfare. They will also model and promote our Christian values.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. Our vision is 'Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven', Matthew 5:16. Whilst Learning, we are Inspired and develop our Christian Values through experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

The Academy is committed to safeguarding the welfare of its pupils and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists, on line checks and also a right to work check. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

Please submit the Support application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs F Lloyd, Personnel Officer, via whsrecruitment@woodchurchhigh.com

The closing date for the receipt of applications is 8th January 2024.

I look forward to receiving your application.

Yours sincerely,

Ms R Phillips
Headteacher



THE SCHOOL

Woodchurch High School is a highly successful, larger than average fully inclusive 11-16 comprehensive school, set within a Local Authority which includes some selective schools.

The school is consistently over-subscribed, ranked as the eighth most oversubscribed school in the Liverpool City Region (2018) and is annually the most oversubscribed school on the Wirral (since 2015, school has had more 1st, 2nd and 3rd preferences than any other school with the Local Authority, hearing no fewer than 50 appeals every year since 2016).

At Woodchurch High School, we always place the pupils at the centre of all we do - which has been reflected in all of our Ofsted Inspection reports. We are committed to providing the best possible education for all of our pupils. We work in partnership with parents to achieve this goal.

An extensive enrichment programme is also provided by school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school. These provide valuable lesson opportunities. We also run a hugely successful Saturday College, and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

We are extremely proud to be an inclusive school. We meet the needs of pupils with a range of physical and/or medical impairments, in addition to catering for pupils with Autistic Spectrum Condition. Our successes in this area have been nationally recognised.

To ensure that all our pupils succeed, we focus all our work around our Christian Values and Vision Statement: *'Let your light shine before all, that they may see your god works, and glorify your Father which is in heaven'* (Matthew 5:16).

Every child really does matter. As such, the school consistently seeks to build upon its previous best.

Very few pupils come from each of the eleven ethnic minority backgrounds, although this figure is increasing: e.g. in 2006/07 1.8% were not White British, but in 2019/20 this had risen to 8.2%. Only 1.9% use English as an additional language.

Currently those children in receipt of the Pupil Premium stands at 44% and SEND at 29% of the school population. There are also 29 CLA pupils.

The estate on which the school is situated contains three LSOAs ranked within the top 10% of the most deprived neighbourhoods in the country.

The school has been an academy (SAT) since 2011 and became a 'full' Church of England Academy (having previously been 'A School with a Church of England Trust') in April 2014.

More details about the school can be found on our website: www.woodchurchhigh.com and in our inspection reports, from both Ofsted and the Church of England National Society: <https://www.woodchurchhigh.com/ofsted.php>.



SCHOOL ETHOS

Our ethos is underpinned by Christian Values and principles which are embedded in all our work. The list below gives an indication of the educational direction of the school and demonstrates our philosophy of placing the child at the centre.

Woodchurch High School Church of England Academy is a school which delivers teaching to the highest quality. Teaching that motivates, stimulates and challenges the pupils, whilst taking into account their individual needs. We challenge every pupil to aspire to achieve the God-given potential.

We provide meaningful and personalised curriculum which provides pupils with the knowledge and skills to ensure lifelong learning and to recognise the great value God places on each individual. We provide a curriculum offering equality of opportunity to all, stretching the gifted and talented whilst supporting those who experience a barrier of learning.

CHAPLAINCY

At Woodchurch High School, pupils, through their spiritual and moral education and development, let their light shine, by living out our Christian Values and ethos.

Our Christian ethos and values underpin who and what we are as a school.

The Chaplaincy Team provides opportunities for reflection and character development everyday through Collective Worship and weekly year group assemblies. During Collective Worship we explore and develop an understanding of our values, morality and the Christian faith.



Our Christian Values

- **Justice**
- **Endurance**
- **Service**
- **Wisdom**
- **Forgiveness**
- **Compassion**
- **Hope**
- **Thankfulness**
- **Integrity**
- **Humility**
- **Trust**



COLLECTIVE WORSHIP

Each day all pupils take part in Collective Worship unless withdrawn by their parents. As a school, we believe it is important to promote the spiritual, moral, social and cultural development of our pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

PASTORAL WELFARE

To maximise pastoral support, the school is divided into year groups. Leading each year group is a Pupil Progress Leader and an Assistant. Pupils are in mixed gender and ability forms of approximately 22. Each tutor group is registered by the same Form Tutor throughout the five years. This continuity ensures that pupils, parents and carers can forge strong links and positive, trusting relationships with the key pastoral staff.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school and, at the same time, enjoy the same supportive, compassionate ethos associated with a small school

BEHAVIOUR FOR LEARNING

At Woodchurch High School, we develop our pupils' social and emotional intelligence. Through the promotion of our Christian ethos and values, we enable pupils to recognise that good behaviour and adherence to codes of conduct, result in sound learning, academic progress and positive relationships.

We believe an ordered, disciplined atmosphere is the best environment for learning. All of our school rules are based upon the simple principles of self-discipline and mutual respect. We place great emphasis on the positive aspects of behaviour by rewarding pupils with praise in lessons, rewards, letters of commendation and prizes for effort and attainment in all subjects. We also promote good attendance and punctuality by presenting prizes and certificates to pupils achieving 100%. Prestige is attached to pupils who have Gold Attendance (97%+). They are presented with a badge to display their success.



PUPIL VOICE

Pupils regularly evaluate lessons and are included in whole-school decisions, such as the appointment of staff. In addition, there is a strong School Council, comprising of representatives from each Year Group. The Head Boy / Head Girl and Deputies also attend Full Governors meetings, when appropriate, at which they make a valuable contribution. Pupils also regularly comment on curriculum subject via online polls/surveys.



In this way pupils are motivated to achieve, develop self-awareness and empathy skills, and so manage their own feelings and have good social skills. In addition, school now also undertakes peer mentoring and support to further enhance pastoral welfare.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school, and at the same time, enjoy the same supportive organisation associated with a small school.



Humility

"When you do things, do not let selfishness or pride be your guide. Instead, be humble and give more honour to others than to yourselves." (Philippians 2:3)



INCLUSION

At Woodchurch High School, we recognise and celebrate our differences. It is these differences that enrich our school community: we value all God's children.

We are committed to ensuring that every pupil in our care is given an equal opportunity to develop socially, to learn and achieve, and to enjoy community life at school.

All pupils have access to the same opportunities as their peers through quality first teaching and enrichment.

To achieve this aim, the SEND Team:

Develop strong links with our primary school partners to support transition

Deliver a curriculum appropriate to each child's individual needs, including a range of personalised interventions which enable pupils to progress and reach their potential



Work in partnership with parents and carers to ensure a consistent approach to meeting a pupil's need

Put in place strategies to ensure that all pupils, including those who face barriers to learning and those who are on the Gifted and Talented register, make progress

A VIRTUAL BASE FOR PUPILS

Woodchurch High has special provision for pupils with Autistic Spectrum Condition and other additional needs. Our policy is that pupils follow a personalised learning programme, combining small group social skills classes with mainstream lessons, if necessary with the help of Teaching Assistants.

However, if, on occasions, pupils become overly anxious, they can be withdrawn for individual support. Our Virtual Base enables all pupils with a diagnosis of ASC to develop socially and emotionally, with support, in a caring, compassionate and comfortable environment.



PUPIL PREMIUM

At Woodchurch High School 44% of our pupils access pupil premium funding. The Pupil Premium team lead initiatives through the school and monitor and evaluate the success of programmes and interventions. Please refer to our website for further details.

OUR FACILITIES

Our school building was opened to pupils in September 2010, and officially opened by the Archbishop of York in March 2011.

The state of the art facilities enables our pupils to experience a 21st Century education. The cutting edge ICT, all Google based for both staff and pupils, facilitates their learning so that they can participate, enjoy and achieve their full potential.

The school grounds have also been redeveloped as part of this build and include a third generation all weather pitch as well as flood-lit multi-use games areas. These facilities are in addition to a well resourced Sports Hall. This houses a dance studio, fitness suite and indoor sporting facilities, used for football, badminton, basketball etc.

There is also a well-established School Farm and environmental area.



Compassion

*"Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort."
(2 Corinthians 1:3)*

CONTINUING PROFESSIONAL DEVELOPMENT

We take the development of our staff seriously, and we have a wide range of programmes and professional development opportunities for all staff, regardless of role and experience.

For staff new to school, there is an extensive Induction Programme, as regardless of experience, Every school is different and presents both new opportunities and challenges. The Induction Programme is designed to support staff in settling quickly and seamlessly into their new role, and to thrive and flourish at the school.

For Early Career Teachers, we have a robust programme that consists of face-to-face support sessions, as well as ongoing mentoring and support.

Many staff also access the suite of NPQ qualifications, as well as other developmental opportunities run by a range of other providers, such as the Ambition Institute, and local Higher Education Institutions.

All staff also have unlimited access to support and resources provided by the National College, in addition to ongoing training provided 'in-house', such as coaching and mentoring.

Bespoke support and development is also provided in a supportive staff with career development.

There are also many opportunities to lead CPD within school, and we are always exploring new and exciting ways to further develop our staff.



Thankfulness

*"Be joyful always, pray continually, give thanks in all circumstances, for this is God's will for you in Christ Jesus."
(1 Thessalonians 5:16-18)*



WHAT PEOPLE SAY ABOUT OUR SCHOOL



“ I always knew Woodchurch had an excellent reputation - it has not disappointed -Parent ”

“ *The teaching staff put the children at the heart of everything they do.* ”

-Parent



"Pupils said that they feel safe and happy in school. Pupils are supportive of one another. They said that bullying is rare. If it does happen, it is dealt with effectively" - **Oftsed 2020**

"I value the open and honest culture at the school that allows staff to feel part of the decision making processes." - **Staff**

"As a parent, I feel valued and respected by the school" - **Parent**

"The school provides strong support for pupils' mental health" - **The Governing Body**

"School is somewhere I always feel safe" - **Pupil**



THE ROLE

This is an exciting opportunity within the school's HR function for a HR Manager, who will be responsible for the delivery of excellent HR management practices across the school and be responsible for providing an efficient and robust advisory service in respect of HR matters.

We are looking for a candidate who will be responsible for the delivery of excellent HR management practices across the school and be responsible for providing an efficient and robust advisory service in respect of HR matters.

We are seeking to appoint an enthusiastic, experienced and committed professional with outstanding interpersonal and communication skills to take on this important role. This is an excellent opportunity for an ambitious professional to develop their knowledge and expertise.



RESOURCES

The school is extremely well equipped with two dedicated ICT Suites and several bookable Chromebook trolleys available for pupils use.

The school makes full use of Google Workspace so it can support work both in the classroom and at home. Google Classroom allows pupils to complete homework online and departmental Google Sites houses Learning Programmes and revision resources.

We have a dedicated Technical Team who support teaching and learning within lessons.



JOB DESCRIPTION

Post Title: HR Manager

Reporting to : Headteacher/ School Business Manager

Disclosure Level: Enhanced DBS

Christian Ethos:

To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Job Purpose:

To be responsible for the delivery of excellent HR management practices across the school with the support of a HR Officer and Assistant and be responsible for providing an efficient and robust advisory service to the school in respect of HR matters.

In achieving this, a flexible approach to all areas of work is required.

Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Every Child Matters agenda, Child Protection Policy and Social, Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required.

MAIN JOB FUNCTION:

The post holder will effectively:

- Develop and update the existing HR management practices and embed these practices across the school by providing relevant training and advice as required
- Ensure practice within the school operates in line with the Academy's HR policies
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic vision and goals of the school
- Attend training and meetings as necessary, to remain fully informed about developments in HR, training and development and cascade information as appropriate to relevant staff
- Support change management processes
- Line manage the work of the HR Officer
- Underpin HR practice with the Ethos and Values of the school

JOB DESCRIPTION

ADVISORY RESPONSIBILITIES:

- Provide effective advice to the Headteacher and SLT, implementing any actions that may arise, consulting with the external HR Advisor when appropriate
- Keep the Headteacher and SLT informed of employment legislation, statutory and regulatory changes as they relate to the school and ensure that the SLT is fully briefed
- Ensure that reporting on HR matters to external bodies is completed within the agreed deadlines
- Advise on personnel, policy, practice and procedures for the whole school, ensure policies are reviewed and implemented, complied with and provide advice and training on their application, when necessary
- Advise staff as and when required on school policies, terms and conditions of employment and welfare issues. Offer guidance and support for new staff on school procedures and practices

RECRUITMENT, SELECTION AND RETENTION

- Be responsible for all matters relating to recruitment, selection and retention in accordance with employment and education legislation and best practice
- Regularly update and enhance the school's recruitment documentation and process, to reflect regulatory changes and attract quality staff
- To liaise and negotiate with external recruitment agencies and identify quality staff
- Lead and support the recruitment process relating to all vacancies in accordance with all relevant safeguarding legislation, DfE guidance, safer recruitment regulations and legislation, employment law and best practice
- Ensure all necessary recruitment checks are completed, monitored and reviewed as necessary in respect of all staff
- Implement an effective robust induction programme to include responsibility in respect of, and commitment to safeguarding children, facilitate training, logins and identity cards for staff.
- Liaising with SLT and key staff regarding the use of the National College at induction and through the probationary and appraisal system.
- Be responsible for terms and conditions of employment and any amendments to contracts as necessary
- Monitor and manage the probationary period process for all staff and liaise with managers to advise on the process and ensure staff reviews and paperwork are completed in a timely manner
- Support line managers to produce accurate and effective job descriptions and person specifications, ensuring that job descriptions are kept up to date as the needs of the school changes
- To support the HR Officer in the organisation and delivery of successful interviews by liaising with relevant parties to provide accurate information to applicants and compliance with equality and safeguarding guidelines, effective communication to prospective candidates to ensure a professional representation of the school
- Organise and implement annual flu inoculations for all staff
- To oversee an effective exit system for leavers, including an exit interview with the line manager, ensuring all school property is returned



JOB DESCRIPTION

ATTENDANCE AT WORK

- To support and advise the Headteacher on matters relating to attendance at work
- Regularly monitor absence of all staff and carry out informal absence, support meetings, welfare calls
- To communicate and correspond with staff on matters of long term sickness, ill health, entitlements to sick pay and phased returns to work
- To carry out return to work interviews for staff who have been off long term, whether this be maternity or sickness absence, including the monitoring of phased returns
- Liaise with the Payroll Manager on issues of sick pay and entitlements for staff as required
- Liaise with the Headteacher on any areas of concern and manage staff through the Attendance Capability Policy to the appropriate conclusion
- Liaise and correspond as necessary with the appropriate Occupational Health provider and submit referrals for members of staff as appropriate

EMPLOYMENT RELATIONS

- In accordance with statutory requirements and best practice, provide advice, support and guidance to the Headteacher and line managers in relation to performance management processes and procedures
- In conjunction with the Headteacher, be responsible for dealing with matters relating to disciplinary issues in accordance with employment law and relevant statutory guidelines
- Liaise as necessary with the school's Employment Relations Advisor and legal advisors
- Provide constructive and clear advice to the Headteacher
- Be responsible for advising on the management of the disciplinary process where applicable
- Provide advice, support and accurate documentation for the Headteacher and Senior Leaders throughout disciplinary and grievance procedures, managing relevant casework
- Ensure fairness and consistency prevails when dealing with disciplinary matters

STAFF WELFARE AND WELLBEING

- To be part of a welfare team and support staff
- To train as a Mental Health First Aider for Adults
- To promote staff well-being through the use of information posted throughout school, staff intranet and newsletter

TRAINING

- Develop, promote and administer the National College Platform, working closely with SLT and key staff
- Drive alignment between HR strategy and school vision
- Administer a system to provide online statutory Child Protections and Safeguarding training and certification



JOB DESCRIPTION

- To coordinate induction videos with key staff for use in recruitment and refresher training - Safeguarding, H&S, Christian Values, Trips, Finance, Food Hygiene etc
- To work closely with SLT during the appraisal cycle, utilising the resources on National College
- To ensure job descriptions are kept up to date and shared with appraisers/line managers annually, reflecting on skill sets and support required
- To support SLT in recognising talent and develop succession planning
- To have an overview and be the point of contact for the Apprenticeship Scheme and Training Providers, supporting staff training as required, liaising with line managers

GENERAL

- To provide termly reports to Governors covering all aspects of the job role, supported by the School Business Manager
- To prepare the necessary paperwork and policy for the annual pay review committee
- To support the Headteacher and SLT with regards to the appraisal system
- To prepare directed time statements, as and when requested, in conjunction with schools academic year calendar
- To provide staffing information to the Designated Safeguarding Lead, as requested
- Keep abreast of updates and developments within the HR field
- Manage and maintain accurate staffing records ensuring they are kept updated and used in accordance with the UK General Data Protection Act
- Be responsible for the accurate staffing information on a Single Central Database and MIS
- To support the H&S Officer in undertaking staff risk assessments and ensure the school carries out the required duty of care
- Explain and advise staff on Maternity and Paternity rights and entitlements and correspond as necessary with staff and the Payroll department to ensure accurate information is maintained and updated
- Produce analysis of staff turnover figures and staff reports, upon request along with the termly submission of Governor Reporting
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed
- Take responsibility for the school's safeguarding procedures in all aspects of the recruitment process and administer the child protection policies and procedures, and demonstrate commitment to promoting and safeguarding the welfare of children and young people in line with these

CONFIDENTIALITY

- During the course of your employment, you will see, hear and have access to information on matters of a confidential nature or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation

JOB DESCRIPTION

ADMINISTRATION

- Manage manual and computerised record/information systems
- Undertake typing, word-processing, presentations and filing in all matters relating to HR
- To organise meetings, liaising with external stakeholders and unions
- Provide personal, administrative and organisational support to the Headteacher and SLT

GENERAL

- To assist the whole school team in any other areas of HR as required.

RESPONSIBILITIES

- Be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required with the Headteacher and SLT, external stakeholders and unions
- Participate in training and other learning activities and performance development as required.

KNOWLEDGE & SKILLS

- Effective use of specialist ICT packages
- Excellent English and Grammar skills
- Full working knowledge of relevant policies/codes of practice/legislation applicable to this role
- Ability to relate well to children and adults, demonstrating patience, resilience and empathy
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing Academy which requires flexibility in all of its employees

JOB DESCRIPTION

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Trust

"Trust in the Lord with all your heart, and do not lean on your own understanding." (Proverbs 3:5)

PERSON SPECIFICATION

Qualifications	5 x GCSEs or equivalent	E
	NVQ level 2/3 or equivalent or experience in relevant discipline	E
	CIPD qualification /experience	D

Experience	Knowledge of HR best practice and relevant legislation	E
	Experience of developing and managing HR strategies, training, staff policies and induction	E
	Excellent organisational and communication skills together with proven leadership capabilities	E
	Strong experience of individual performance management and effective dispute resolution	E
	Working with and communicating with professionals in school and external stakeholders	E
	Experienced in developing and supporting line managers through change	E
	Ability to produce and analyse statistical data and produce reports	E
	Ability to plan and develop own workload and time management	E
	Ability to organise, lead and motivate others	E
	Ability to relate well to children and adults	D
	Working in a school	D

Knowledge and Skills	Ability to work at a senior HR level in an organisation with a multi-professional workforce	E
	Ability to work independently, under pressure and meet deadlines	E
	Able to apply legislation and good practice effectively to practical situations	E
	Able to generate creative solutions to problems	E
	Able to think analytically and work logically	E
	Strong IT skills	E
	Strong time management and organisational skills	E
	Positive, flexible and enthusiastic approach	E
	Patience, empathy and the ability to deal with a wide range of demands from a variety of people, all at once	E
	Demonstrate an understanding of issues that may affect staff's performance and welfare	E
	Ability to work effectively as part of a team	E
	Ability to innovate and manage change in a rapidly changing environment	E
	Excellent interpersonal and communication skills	E
	Understand national and local government educational strategies	D

PERSON SPECIFICATION

Special Requirements	Able to develop strong working relationships across all staff groups	E
	Able to communicate sensitivity to a wide range of audiences	E
	Able to maintain confidentiality	E
	Uses initiative	E
	Commitment to high standards of customer service	E
	Open and honest approach	E
	Ability to self evaluate learning needs and actively seek learning opportunities	E
	Flexibility in working hours outside the normal	E
	Staff training and development	D



CANDIDATE INFORMATION

Thank you for your interest in applying to Woodchurch High School.

EQUAL OPPORTUNITIES

Woodchurch High School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Your application form and equal opportunities forms will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

DATA PROTECTION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Woodchurch High School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Human Resources and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of time following you leaving the school.

CANDIDATE INFORMATION

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to third party organisation providing administration or other relevant services to Woodchurch High School
Woodchurch High School contact for data protection matters is:

Satswana

Email: info@satswana.com

Tel: 01252 759177

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.

INFORMATION ON RECRUITMENT CHECKS

Woodchurch High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education, including:

CANDIDATE INFORMATION

SAFEGUARDING & ENHANCED DBS CHECK

Woodchurch High School is strongly committed to safeguarding and promoting the welfare of pupils and expect staff to share this commitment and maintain a vigilant and safe environment.

All posts are subject to an Enhanced DBS check, and we will carry out online searches on short listed candidates. All staff will be expected to follow the school's safeguarding and child protection policy and code of conduct for employees in schools.

Woodchurch High School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#)

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

CANDIDATE INFORMATION

CRIMINAL RECORD SELF DISCLOSURE

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

OVERSEAS CHECKS

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question, we will contact you for additional information.

TEACHER PROHIBITION ORDER AND TEACHER SANCTIONS

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

SECTION 128 DIRECTION

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By completing an application, you agree to provide such evidence when requested.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe In Education.



RECRUITMENT PROCESS

TO APPLY

- Please complete the application form provided with this information pack and attach a covering letter.

Please email your application to:

whsrecruitment@woodchurchhigh.com

Application form is available at **www.woodchurchhigh.com/vacancies.php**

TIMELINE

Closing Date: Monday, 8th January 2024

FURTHER INFORMATION

Queries or questions

Contact Faye Lloyd (Personnel Officer) **faye.lloyd@woodchurchhigh.com**



The School is committed to safeguarding children. The successful applicant will require an enhanced DBS check; on line checks of shortlisted candidates will be undertaken as part of our recruitment checks.

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