



WOODCHURCH HIGH SCHOOL

A Church of England Academy



# Teaching Assistant Level 1 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](http://www.woodchurchhigh.com)

# LETTER FROM THE HEADTEACHER

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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 Teaching Assistant to work with pupils with SEND, including Autistic Spectrum Disorder, Medical and Physical Impairments, learning difficulties and health care needs.

The successful candidate will be skilful in working with young people. They will have an understanding of the impact of additional needs on pupils learning.

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 relevant 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](mailto:whsrecruitment@woodchurchhigh.com)

The closing date for the receipt of applications is Wednesday 10th January 2024.

I look forward to receiving your application.

Yours sincerely,

Ms R Phillips  
Headteacher



# THE SCHOOL

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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](http://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

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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

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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

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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

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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**

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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

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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

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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

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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

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“ 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

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## **The role**

We are looking for a candidate who can support us to build on our strengths and make a significant difference to our everyday practice as well as pupil outcomes. This is a fantastic opportunity to join a highly inclusive school as a Teaching Assistant. The role can be a great platform for experience, especially for candidates who are exploring a career in education and want to be part of and have greater understanding of an inclusive school. This opportunity could also be attractive for job-seekers who are looking to change their professional focus and want to apply their skills and knowledge into education.

The most important aspect of this role is that the successful candidates will have an intuitive ability to connect with vulnerable pupils and meet their needs in order for them to progress socially and academically. Pupils supported by Teaching Assistants have a range of needs, some with complex social and emotional difficulties alongside difficulties with their core academic skills and cognitive functioning. Other pupils have high academic skills but struggle to understand social norms and struggle with their emotional regulation. It is important that whoever is appointed in this role has great inter-personal skills, works in an organised fashion with great communication within a team and independently and models high expectations academically as well as having positive social relationships in order for our young people to have those role models with people they connect with in school.

## **What Woodchurch High School offers**

Our Teaching Assistant team is an incredibly valued part of our staff body. We know how much our pupils benefit from the one-to-one support our Teaching Assistants provide them, both in and outside of the classroom. For some pupils, the bonds they form with their key workers is crucial to their educational and emotional development and in some cases, can make a real difference to the experience they have here at Woodchurch High School.

This role offers you the chance to work creatively with staff and pupils. You will also have the opportunity to get involved in many enrichment and wider-school activities, all of which are designed to expand our pupils' education far wider than what they learn in the classroom.

There is extensive training at Woodchurch High School for the Teaching Assistant team. Our specialist resource provision for autism means our staff receive a high level of learning from outside professionals as well as the management team on a weekly basis. Good practice is shared within the large Teaching Assistant team and you will also have the opportunity to deliver social skills sessions as well be able to deliver pre and post learning on particular lessons or learning material.



# THE ROLE

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## What you offer Woodchurch High School

With a diverse range of pupils, we are looking for someone who has the ability to motivate and inspire pupils to achieve their best. You will bring enthusiasm and creativity to the role so that pupils, across all abilities, develop a love of learning despite the challenges they face. The ideal person will be a positive role model to our young people, exhibiting articulate communication, be an organised professional and committed to supporting disadvantaged pupils to achieve their best.

At Woodchurch High School we have a proud tradition of developing and investing in our staff. This role offers the opportunity to gain valuable experience in schools, and previous Teaching Assistants have gone on to take up significant role in the school.



# RESOURCES

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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

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**Post Title: Teaching Assistant Level 1**

**Reporting to:**

**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:**

- Be part of the SEND Team, supporting the inclusion of SEND pupils, adapting and delivering support to meet individual needs whilst promoting academic achievement.
- Use skills and knowledge to develop and maintain effective and supportive relationships with a case load of pupils in order to support their specific learning, physical and emotional needs.
- Provide timetabled support and guidance to SEND pupils with a range of complex needs and advance pupils learning in a range of classroom settings, providing ongoing support outside the classroom with one-to-ones and groups sessions and specialist enrichment programmes.
- Use behaviour management strategies effectively and in line with the school's policy and procedures, and fully contribute to a professional and purposeful learning environment.
- Promote the inclusion of all pupils ensuring that they have equal access to opportunities to learn and develop.
- Plan and deliver sequences of learning to ensure that pupils identified with specific needs make outstanding progress.
- Monitor the well-being and progress of individual pupils and maintain excellent communication with staff and the SEND Team
- Ensure that pupils physical/medical needs are met

## **Main Duties and Responsibilities:**

### **Supporting pupil progress and outcomes**

- To assist the SEND Team to develop ambitious and stretching targets for students with a range of SEND needs.
- To work with the SEND team and other teachers to implement Pupil Profiles and develop resources for pupils who have Special Educational Needs (SEN), an Autistic Spectrum Disorder (ASD), speech or language impairments (SLCN) or behaviours that interfere with learning and/or relationships (SEMH) and pupils with medical and physical Impairments
- To contribute to Annual Reviews, Pupil Profiles and other reporting to outside stakeholders as required.
- To support learning and personal development through one-to-one and small-group teaching, and other supportive relationships.



# JOB DESCRIPTION

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- To deliver individual and group intervention programmes which provide a range of strategies that will motivate, challenge and empower further learning and will help pupils to make positive changes.
- Support pupils to manage transitions in their lives.
- Respond to the needs of pupils who have experienced trauma.
- To observe, record and feedback information on pupil performance.
- To meet the physical/medical needs of pupils according to the individual HCP and IPP whilst encouraging independence.

## **Supporting learning and inclusion**

- To promote inclusion and acceptance of all pupils in the school, including those with learning, physical, or social and emotional difficulties.
- To support pupil's successful transfer between educational establishments and at key stages in their learning. Support with the transition of new and mid-term entrants to the academy
- Support the inclusion of those pupils with SEND in relation to their Social, Emotional and Mental Health.
- To assist with classroom teaching, supporting pupils with specific needs to facilitate their understanding of mainstream teaching and learning and liaise with subject staff and be fully prepared for the classroom role and learning programmes.
- To plan, deliver and assess small-group and one-to-one teaching and interventions.
- To encourage good personal hygiene and assist with self-help skills e.g. physical medical needs as stipulated in individual plans.
- To monitor the 'whole child', including the social and emotional well-being of vulnerable pupils.
- To assist in creating materials for curriculum delivery and display boards.
- To assist with whole class teaching where appropriate.
- To reinforce the school's expectations at all times and challenge poor behaviour within and outside the classroom.
- To assist pupils' achievement outside of the classroom, e.g., computer lab, library.
- To support extracurricular activities and enrichment trips including homework support, supported lunchtime.

## **Working in partnership:**

- To work with teachers to assess the needs of individual pupils.
- To develop and maintain appropriate contact with the families and carers of pupils with SEND needs and to keep them informed about the pupil's progress, and to secure positive family support for the pupil.
- To contribute to the safeguarding and protection of children and young people from abuse.
- To meet regularly with the line manager to discuss key pupils and other Teaching Assistant activities, make use of advice and supervision to develop competencies.
- To communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.



# JOB DESCRIPTION

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- To keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.
- To assist in adjusting the pace and timing of activities to aid learning and understanding.
- To understand the objectives and outcomes of the lesson in order to engage pupils and ensure they are effectively reviewing their learning.
- To understand teaching techniques employed by Woodchurch High Schools Teaching Staff.
- To ensure effective use of study time to enable pupils to consolidate learning and/or complete outstanding homework, also to reinforce knowledge homework's.
- To provide feedback either written or verbal on pupil needs and progress in lessons as required ie TA feedback sheets, Home-School diaries etc...
- To assist under the guidance of the teacher with the organisation of lessons including the setting out of materials for lessons.

## **Other support:**

- To supervise pupils at break, lunchrooms, and around the school building.
- To provide general assistance during form tutor time, under the guidance of the form tutor, with administration, collective acts of worship and mentoring.
- To assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy, feeding and toileting and other areas of health care and hygiene
- To complete the administrative duties relevant to the role of a Teaching Assistant; including planning, record keeping, data entry and reports.
- To maintain pupil and family confidentiality at all times.
- To attend regular meetings, training and briefings, as required, and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision (including curriculum meetings).
- Where required, to cover for absent colleagues and ensure the school runs smoothly.
- To undertake other reasonable duties as directed by Line Manager/SLT.
- First Aid and Invigilation as required (and support with Exam Access Arrangements)

## **School Culture:**

- Support the School's values and ethos by contributing to the wider culture of the school and upholding the Woodchurch High School Christian Values.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help foster a school culture and ethos that is utterly committed to achievement and the promotion of Christian values and vision.
- Support and work in collaboration with colleagues and other professionals in, and beyond the school.
- To work within the School's Teaching and Learning policy and guidance to help ensure positive learning outcomes for all pup



# JOB DESCRIPTION

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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

This specification lists the competencies expected of an experienced/fully trained post-holder. E = Essential Criteria / D = Desirable

<b>Qualifications</b>	Good numeracy/literacy/ICT skills	E
	Further professional qualifications relating to the role	D
	Participation in development and training opportunities	D
	Evidence of further related training or interests	D

<b>Experience</b>	Experience with working with pupils with Moderate Learning Difficulties	E
	Experience of working with pupils with specific learning difficulties	E
	Experience working with pupils with ASD and/or Specific Speech, Language and Communication Difficulties	E
	Experience or knowledge of literacy and numeracy strategies and of intervention or 'catch up' programmes	D

<b>Knowledge and Skills</b>	The ability to communicate well, to work as a member of a team, and to have effective working relationships with pupils, staff and parents.	E
	Ability to identify and analyse the underlying issues that may lead to underachievement and barriers to learning and participation.	E
	Ability to be resilient and flexible and to try different approaches with pupils whose needs may be very different.	E
	The ability to develop positive working relationships with all pupils.	E
	Excellent written communication skills, a professional and clear written style.	E
	Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with pupils, staff, parents and other professionals.	E
	Values and respects the views and perceptions of pupils and knows how to respond appropriately to what they are communicating.	E
	Well-developed planning & organising skills including time management, prioritisation, delegation and administration.	E
	Sound judgement and problem solving skills.	E
	An ability and willingness to support teaching and/or teach across more than one subject.	E
	Appropriate knowledge of first aid.	D
	Ability to plan, monitor, evaluate and review all interventions with pupils.	D
Understanding and experience of using the google suite	D	



# PERSON SPECIFICATION

<b>Special Requirements</b>	Promote the Christian Values of the school	E
	Willing to be fully engaged in the whole life of the school including extra-curricular activities.	E
	Committed to the personal professional development of themselves and of others.	E
	Committed to team work and working collaboratively with colleagues.	E
	A clear vision of what you want pupils to achieve, which is aligned to Woodchurch High School's core vision and values.	E
	A commitment to the safeguarding and welfare of all pupils and an awareness of child protection legislation.	E
	The ability to enthuse and inspire others.	E
	Passion, resilience, maturity and optimism to lead through day-to-day challenges.	E
	Good sense of humour.	E



# CANDIDATE INFORMATION

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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.

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](mailto:info@satswana.com)  
Tel: 01252 759177

# CANDIDATE INFORMATION

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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.
- 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.



# CANDIDATE INFORMATION

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## 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:**

## 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

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## 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](mailto:whsrecruitment@woodchurchhigh.com)**

Application form is available at **[www.woodchurchhigh.com/vacancies.php](http://www.woodchurchhigh.com/vacancies.php)**

## **TIMELINE**

**Closing Date: Wednesday 10th January 2024**

## **FURTHER INFORMATION**

### **Queries or questions**

Contact Faye Lloyd (Personnel Officer) **[faye.lloyd@woodchurchhigh.com](mailto: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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