Abbeyfield School

# INFORMATION FOR APPLICANTS

Headteachers:
Mr Nick Norgrove
Mr Ralph Plummer

Ofsted A 'Good 'School with 'Outstanding' Leadership, Management and Pupil Behaviour.

6th form

Abbeyfield School iDiD innovation determination integrity drive

Abbeyfield Learner Learning for life

**Headteachers: Mr N Norgrove and Mr R Plummer**
Abbeyfield School
Stanley Lane
Chippenham
Wiltshire
SN15 3XB

Dear Applicant

Thank you for requesting information and an application form about this post. All of our Departments are flourishing and we want to appoint a member to the team who has a real vision for enhancing them and helping them become a subject of choice for all students.

Please find enclosed a job description, person specification and an application form. For your information we have also included information for applicants, our safeguarding statement, a copy of our safeguarding policy and the OFSTED summary.

If you have not heard from us within two weeks of the closing date, please assume that you have not been short listed for interview.

All appointments are subject to receipt of satisfactory references, police checks and medical clearance.

We look forward to receiving your application.

Yours sincerely

Mr Nick Norgrove and Mr Ralph Plummer
Headteachers

**OUTSTANDING BEHAVIOUR, LEADERSHIP AND MANAGEMENT 2017**

*Telephone 01249 464500*
*Fax 01249 464545*
*Email contact@abbeyfield.wilts.sch.uk*
*Website* www.abbeyfieldschool.co.uk

## THE AREA

Chippenham is set on a prominent crossing of the River Avon and lies between Marlborough Downs to the east, the Cotswolds to the north and west and Salisbury Plain to the south. Surrounding the town are a number of stone-built villages, including Lacock (National Trust), Biddestone and Castle Combe. The town is just four miles south of junction 17 of the M4 motorway, giving easy access to London, Bristol and South Wales. The A4 coach road from London provides an alternative route to Bristol via Bath, and the A420 and B4069 bring you to Bristol and Oxford.

Chippenham is on the main line rail route from London Paddington to the West Country.

## THE SCHOOL

Abbeyfield School is a flourishing school which was founded at the start of this century and since then much has changed, however the essence of school life and drive for achievement has remained. This was echoed by Ofsted recently who said that we are a school community "which welcomes everyone and encourages them to succeed."

We are now proud to be amongst the best schools in Wiltshire for our GCSE exam results. Our A-Level results are very strong too with many students choosing to progress into our Sixth Form, which continues to grow in numbers and in the variety of academic courses on offer.

Our teachers have very high expectations and in our House assemblies I have laid down the challenge to all students to be the very best they can be for themselves, their year group, their House and our school. Abbeyfield was judged by Ofsted in March 2017 as good school and we are delighted that they recognise our outstanding leadership, management and pupil behaviour. Please take the time to read our report on either our school or Ofsted websites.

## OUR VISION AND VALUES

Our motto is simple: **'Big enough to make a difference, yet small enough to know each child.'**

### Vision Statement

Abbeyfield School has a strong identity which is founded on four key themes which all who join our community need to share.

They are:

- integrity
- determination
- innovation
- drive

Collectively, these four principals shape the students' approach to their learning and equip them for life beyond school.

Our 3 key priorities are:

- Teaching and learning
- Leadership at all levels; and
- Rigour within all our transition points.

## WHAT YOU CAN EXPECT FROM ABBEYFIELD

We will welcome the successful candidate into a staff team which has a common goal - creating a high achieving school which meets the needs of all students. We are a friendly group of people who have high expectations of ourselves and others. A full induction will be given to all staff and your line manager will guide your work. If you are a newly qualified teacher you will also have a mentor and an induction tutor. You will have access to professional development opportunities and, if you are an NQT, a specially devised support programme. You will have the opportunity to grow and develop as a professional.

## HOW TO APPLY

Please apply by completing the enclosed or online application form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. Please also include a letter of application as outlined in the letter accompanying this pack.

### Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DSB checks and thorough background checks.

1. Candidates should be aware that all posts at Abbeyfield School involve responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.

2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.

3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those relating to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employers will be asked about these issues.

4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

5. All staff will receive training on Keeping Children Safe in Education and the Home Office’s PREVENT Duty. Records of training are kept, updated and shared appropriately.

**Interview Process**

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- Documentary proof of current name and address (i.e. utility bill, financial statement);
- Where appropriate any documentation evidencing a change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:-

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications;
- List 99 Check;
- Satisfactory DBS Disclosure;
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of a probationary period;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

**For teaching posts**

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);

- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to initial Teacher Training.

**You should be aware that the provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.**

Please submit your application to Mr N Norgrove and Mr R Plummer, Headteachers, Abbeyfield School, Stanley Lane, Chippenham, Wiltshire SN15 3XB or email to recruitment@abbeyfield.wilts.sch.uk by the closing date.