

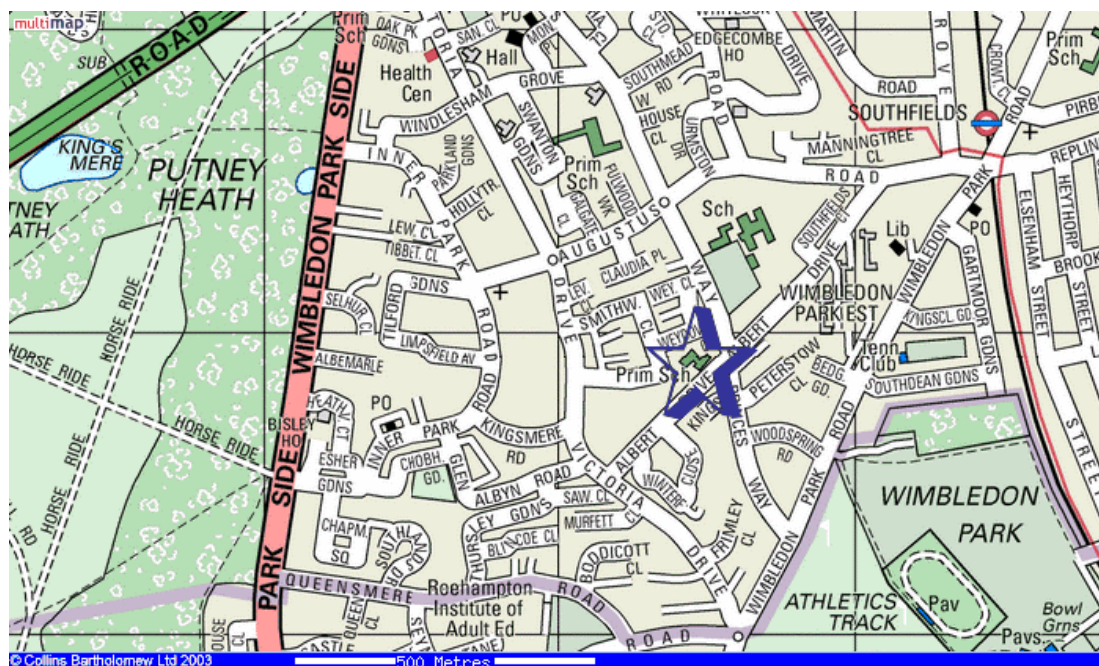


## Welcome to Albemarle Primary School

We hope that this booklet will help you become familiar with the school and provide you with information about our recruitment procedures. Our aim is to present you with some basic information. If you would like any further information please ask and we will do all we can to help.

Albemarle is a two-form entry Foundation Primary School with a Nursery class. The school is situated on two sites at the junction of Princes Way and Albert Drive in Southfields.

## How to find us



The school is a short walk from Southfields underground station, which is on the District line. There are three bus routes serving the area (39 Putney – Clapham Junction, 93 Putney – North Cheam, 493 Richmond - Tooting).

The school has a small car parks and on street parking is available in the surrounding area except on Albert Drive and Kingsmere Road between 10am and 11am.

The school entrances are electronically secured. On arrival you should press the buzzer on the main gate in Princes Way and on entry follow the signs to the school office.

## Working environment

Applicants are encouraged to make an appointment to view the school before applying. This can help the applicant decide whether the school is the right working environment for them.

Albemarle has a large, bright and airy staff-room, which is located within the administration area. It provides an area for all staff to relax or to complete work in a quiet, relaxed environment:

Lunch can be purchased from the school kitchen. Albemarle is a healthy eating school and our own in-house catering staff provide meals using fresh ingredients.

There is also a breakfast club, which is open to pupils from 7.45am to 8.45am.

Smoking is prohibited on the school premises.

Ground floor entrances are fitted with ramps to allow wheelchair access.

## The School Day

Briefing meetings are held on Mondays and Fridays at 8.30am in the staff-room for all staff who are able to attend. These meetings provide an opportunity for staff from both sites to meet and discuss any activities planned for the day or to pass on messages, information or news.

The children start their school day at 8.45am.

The school day ends at 3.10pm.

## Professional development

We actively encourage everyone within the Albemarle community to develop their talents and skills. We hope that by this example children will see learning as an enriching lifelong experience.

Albemarle is committed to the personal development of all staff, with equality of opportunity for all. Our employees are dedicated people. In return for their commitment we offer a rewarding career with the opportunity for further professional development. The school recognises the valuable contribution staff make and is committed to the continuing pursuit of excellence.

There is a performance management programme, which includes individual assessment plans and reviews to encourage individual career development and improve performance. All staff members are encouraged to reflect upon their own activities and performance and to focus on future performance in the job. Objectives are set at the beginning of each school year and then reviewed during the year. Training needs are identified through the School Development Plan, the annual Performance Management reviews, Subject Co-ordinator, Line Manager and Leadership Team monitoring to ensure that staff have the right level of skills for the job and have the opportunity to enhance these skills further. Support is provided to ensure that individual objectives are met. The process of performance management and assessments is designed to be open, supportive and constructive, allowing a two-way exchange of views, ideas and information.

## Recruitment and Selection Procedures

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants.

### Equal opportunities

In fulfilling its aims and objectives, Albemarle actively seeks to achieve equality of opportunity and treatment for all members of the school community. At Albemarle, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

At Albemarle Primary School we will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. Albemarle is committed to combating all forms of discrimination by implementing positive policies and practices in compliance with the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005, and the Equality Act 2010.

### Procedures

All appointments are subject to pre-employment checks. These checks include:

- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996.
- Original documents relating to all the qualifications you have listed on your application form must be supplied. (Please note it is not necessary to list qualifications unless it is an essential requirement on the job Person Specification).
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the candidate or, your referee.
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and, for some posts, these references will be requested before the interview. References should cover between 3-5 years as a minimum.
- The identity of referees and information relating to disclosures will be verified.
- All shortlisted candidates are required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986.
- A Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Applicants will be challenged where inconsistencies exist. Please be aware that an offer of appointment will only be made after receipt and verification of satisfactory checks.

Wandsworth Borough Council's Personnel Department carry out these checks on our behalf and should you fail this check, our offer of employment will be withdrawn.

The school is required to follow the CRB code of practice. An enhanced disclosure will be applied for. An enhanced disclosure will include non-conviction information from local police records if it is thought to be relevant to the position being applied for.

All offers of employment are subject to obtaining medical clearance and should you be successful, you will be requested to complete a medical questionnaire, which will be sent to Wandsworth Borough Council's Occupational Health Department for review. Should you not be declared medically fit to carry out the required duties, our offer of employment will be withdrawn.

The successful candidate will be sent an offer letter. This will set out the following points:

- The job title and the offer of that job
- Any conditions (pre or post) that apply to the offer i.e. medical clearance, satisfactory police check, recognition of qualified teacher status by the Department for Education etc.
- The terms of the offer – salary, hours, pension arrangements, holiday entitlement, place of employment etc.
- The date of starting, and any probationary period.
- What action the candidate needs to take, e.g. returning a signed acceptance of the offer, pre-employment forms to be completed.

An induction programme is in place at Albemarle to make new employees feel welcome and to help the new member of staff learn about the ethos of the school, how it is structured and managed.

The new employee will be provided with a contract of employment within two months of starting work.

### Salaries

Pay structures in the school are set in accordance with Albemarle School's Pay Policy and the School Teacher's Pay and Conditions and rates are taken from the Inner London Teacher's Pay Scale for teachers and the APT&C Pay Scale for support staff. A copy of the school's pay policy is available on request from the school office. The Governing Body is responsible for ensuring that the policy is adhered to and that it is applied fairly and with full regard to the school's Equal Opportunities Policy.

Job advertisements always include the rate of pay for the post. If you need further information please contact the school office.

Salaries are paid on the 15<sup>th</sup> day of each month, directly into your bank account and payslips are placed in staff pigeonholes.

### Annual leave

As we are a school, we cannot operate effectively if staff are not in during term time. It is therefore a condition of employment that annual leave must be taken during school holidays, i.e. Christmas, Easter, summer and half terms.

It is normal practice that staff discuss any leave requests with the Headteacher.

### Childcare Vouchers

Albemarle has introduced Computershare Childcare Vouchers. These entitle you to a significant saving. The vouchers can be used to pay for most types of childcare and are non-taxable and exempt from National Insurance Contributions. Further details will be available at your induction or by contacting Computershare Voucher Services on freephone 08000 430 860.

### Pension scheme

All staff qualify to join a pension scheme (Teacher Pensions or Local Government Pension Scheme for support staff). You will be provided information about the scheme relevant to your post. You should read the information carefully and refer any queries to Wandsworth Borough Council's Pension Service (contact details available from the school office). If you decide not to join the scheme please complete the form immediately as you will automatically pay pension contributions unless you have stated a preference not to.