



CHARLTON SCHOOL

*Providing an environment in which all students can succeed,
with learning at the heart of all we do.*



Support Staff Application Pack



Principal: Mr McNaughton

Apley Avenue, Wellington, Telford, TF1 3FA

Telephone 01952 386800

or visit our website at www.charlton.uk.com



“Learning at the heart of all we do”

Charlton is an 11-16 comprehensive school, well established in the heart of its local community. We are a truly comprehensive school, admitting children from over 20 primary schools, with students' prior attainment at KS2 broadly in line with National Average, with a slight bias towards higher ability range.

At Charlton we take pride in students' progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals' needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes.

Partnership with our local primary schools focuses on building on primary experiences and strengths, to ensure a continuous learning journey for all. Our students leave us having attained high standards, whilst emphasising their personal development.

Partnership with our families and the wider community is really important to us, so that care, guidance and support systems are good and ensure that students who join the school at any stage are well supported.

Charlton's Vision

Our aim is to provide an environment in which all students can succeed.

To do this we will:

- Ensure that every member of our school community knows that we are committed to their care and support
- Encourage independence of thought and respect for each person's uniqueness and needs in the development of their talents
- Encourage each member of the school to show respect for each other, our community and understand and develop their role as an active responsible citizen
- Ensure that students have a wide range of extending and enriching opportunities
- Ensure positive working conditions in which clearly stated standards of behaviour and courtesy are upheld
- Provide a clean, bright, safe and stimulating learning environment
- Celebrate and encourage success at all levels

We are tremendously proud of our new school building. It provides first rate facilities, purpose-built for the 21st century. Our new build school opened in June 2016 and was the last school in the country to be completed under the Building Schools for the Future scheme. The transition from the old school to new was seamless, both staff and students settled quickly in to their new surroundings.

The school is due to join the Learning Communities Trust as an academy. This is a multi-academy trust set up to serve the needs of the students in the Wellington and Hadley areas of Telford. This is an exciting development for the school and we are already seeing the benefits of collaborating with other schools.

Additional investment in state-of-the-art ICT, Sports, Expressive Arts, Science and Technology, have been a great boost to students' already rich curriculum of Foreign Languages, Humanities, English and Maths. We firmly believe that the new facilities will further strengthen our already high performance across the school.

The curriculum is organised into nine curriculum areas with colleagues working collaboratively to support the complete learning experience. We currently implement a two-year KS3 programme, followed by a three-year KS4 where students make their option choices at the end of Year 8 in most areas.

Within curriculum areas, our teams consider the views of learners using student self-evaluation as part of their assessment procedures. This gives learners the opportunity for reflection and to improve good practice. Students are encouraged to share their views and opinions and play a key role in shaping the future of our school. Students take tremendous pride in what they do and have a sense of loyalty with good relationships with staff.

As a school we have a wide range of extra-curricular activities supported through our partnership work with many outside agencies. This, linked with our work to promote community cohesion, provides our young people with every opportunity to meet their potential.

The school performed in line with National expectations in regard to attainment outcomes in the summer 2017 exams:

- The percentage of students who achieved Standard Basics, a Level 4 pass in English (either Language or Literature) and Mathematics was 61%
- The percentage of students who achieved Strong Basics, a Level 5 pass in English (either Language or Literature) and Mathematics was 42%
- The percentage of students who achieved a 4 or C grade in all Ebaac subjects (English, Maths, Sciences, History or Geography and a Modern Foreign language) was 28%
- High pass levels seen in a number of options subjects, including Drama, PE, Art, Textiles and Geography.

Students are guided via a strong pastoral system, with experienced staff who support our effective learning environment. All students have form tutors who serve as academic mentors to track progress. Pastoral Managers offer further support and where required access external agencies and family support.

We aim to keep learning at the heart of all we do, recognising the strengths of collaboration and sharing best practice. We are a true learning school where every individual has the opportunity to develop, maximising their full potential.

We look forward to welcoming you into our school community.

Mr Andrew McNaughton
Principal

COVER OFFICER (MATERNITY COVER) FOR TWO TERMS

Salary: Scale 4 points 7 to 11 (dependent on experience)

Location: **Charlton School** (Part of the Learning Community Trust)

Contract type: Term Time only 32.5 hours per week

Charlton is a popular 11-16 academy. We believe in progress through partnership with learning at the heart of all we do. We are a school who have a caring and disciplined environment, combining a degree of formality with good relationships between adults and students

Wellington is a busy market town, rapidly improving facilities and new housing being built nearby the school. From its central position, Wellington is easily reached by rail and has a large train station in the town. It is close to Shrewsbury and the famous Ironbridge, which is an area of local beauty and historical interest and one of the best in Shropshire!

To support us with our future development, we converted to an academy on 1st December 2018 and joined a Multi Academy Trust. We are now part of the Learning Community Trust. We believe this will be ideal for us, as we have similar vision and values. We are working in partnership towards a shared vision that places students' learning, environments and local communities at the centre of our approach.

We are offering an exciting opportunity for a Cover Officer to join our team of classroom support.

We are looking for someone who is enthusiastic and who can inspire the children to be passionate about their learning.

Our school is an equal opportunity employer, so we are committed to the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

If you have a passion for teaching, we would love to hear from you!

Closing date for applications: 12 noon Wednesday 22nd January 2020.

Interviews: Monday 27th January 2020

Application forms and further information is available from the school website www.charlton.uk.com . Alternatively you may contact Cathy McGilvery cathy.mcgilvery1@charlton.uk.com or call 01952 386806.

ADDITIONAL INFORMATION

CHARLTON SCHOOL COVER OFFICER

**32.5 hours per week
Maternity Cover (2 terms)**

Term-time only

**NJC SCALE 4
Points 7 to 11**

£10.14 to £10.97 per hour

Term time only will mean that you will be required to work the 190 days that the students are in school.

Therefore, your salary is calculated on a pro-rata basis, ie your salary is calculated by the following simple formula:

Hourly rate X weekly hours X annual working weeks (term time only = 43.32 weeks of the year) and this will give you your salary. It is then divided into 12 equal monthly payments. The pro-rata salary is:

(£14,276 to £15,444)

If you have any questions regarding this salary and how it is calculated, please ask during your interview

APPLYING FOR A JOB WITH CHARLTON SCHOOL

(Please keep this for your information)

Thank you for your interest in working for Charlton School. **Please read the notes below before completing the attached application form.**

We want to try and make sure that everyone applying for a job with Charlton School has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
- We do not ask for many personal details for use in the selection process. This is because we do not take into account such things as gender, race and marital status. Please do not forget to sign the form.
- We ask everyone to complete an application form so please do not send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form. If you do not have enough space on the application form you can attach additional sheets. If you use additional sheets please put your name and the post title at the top of each page.

Jobs working with Children and/or Vulnerable Adults

If the job for which you are applying involves substantial opportunity for access to children and/or vulnerable adults, your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of these groups. These checks will include a check by the Criminal Records Bureau on Police records for **all** criminal convictions, cautions and any impending cases. For these jobs, a more detailed explanation will be attached to this application form.

Data Protection Act

The information or data which you have supplied on the application form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed.

The data may be processed by Telford & Wrekin Council for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunities

The School has an Equal Opportunity Charter, which is attached to this application form. Please read it carefully. So that we can measure the effectiveness of this policy, we need to collect information about our job applicants.

When your application is received the Monitoring Form will be removed before the form goes to the manager involved in shortlisting for interviews. Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

Guaranteed Interview Scheme for Applicants with a disability

Charlton's Equal Opportunity Policy states that any job applicant who has a disability, and meets the essential criteria for a job, will be guaranteed an interview. Further information is provided in the Equal Opportunities Section of the application form.

In order to ensure you are considered under this scheme, you must complete the relevant box in Section I of the application form.

Job Share

If the post for which you are applying is eligible for job sharing, and you wish to be considered for this scheme please complete the relevant box in Section I of the application form.

The Recruitment Process - What will happen next?

Due to the high number of applications received by the School, regrettably we cannot reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish.

As an applicant for employment with Charlton School you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy about the way you are treated, or if you have any suggestions as to how we can do better, please contact the School Business Manager.

If you require any help or have any questions about our recruitment process please do not hesitate to contact us on 01952 386802 or 01952 386806.

Whatever the outcome of your application, thank you for the interest you have shown in working for Charlton School.

**ESSENTIAL Additional Information for posts which involve working
with Children or Vulnerable Groups.
(Please keep this for your information)**

The post for which you are applying will involve working with children or other vulnerable groups. In order to ensure the safety of these groups, your application will be subject to rigorous pre-employment checks.

Please read this information carefully.

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification and eligibility to work in the UK (photocopies are not acceptable), such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

7. Criminal Record Checks (DBS)

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the Protection of Children Act 1999.

A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before applying for a post you can contact the Safeguarding Advisor on 01952 383577.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Prior to any offer of employment being made you will be required to complete a **Disclosure Application Form**. On this form you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the Criminal Records Bureau (DBS). The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and they will also send a copy of the result to Telford & Wrekin Council. This information will enable the Council to make its decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The School's policy on Criminal Record Checks and the DBS's Code of Practice are available on request from the Business Manager.

If you require further information you can contact the DBS direct on **0870 90 90 844**.

8. If you do take up employment it is necessary for you to inform Human Resources of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.

EMPLOYMENT APPLICATION FORM

Please complete the relevant parts of this form

Job Title :	Application to be returned to:
Charlton School	Apley Avenue
Closing Date:	Wellington
Vacancy Reference :	Telford
	Shropshire
	TFI 3FA

I. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No . Email Address
Correspondence Address Postcode	Do you hold a current driving licence? Date obtained: Type of licence held	
Under the Disability Discrimination Act*, do you consider yourself to have a disability? If you are shortlisted for this post, please inform us if any special arrangements need to be made for your interview.		

2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

*The Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities".

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address:	Date appointed:
Tel. No. May we contact you on this number?	Date left (if applicable):
Present wage/salary £	Reason for leaving:
Please specify type and value of any allowance included in the above	
Notice required/date available for employment	

4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the earliest please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. DETAILS OF CURRENT EMPLOYMENT AND SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted.

6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the recruitment team on 01952 383577

1. Name Address Tel. No. Occupation Email Address:	2. Name Address Tel. No. Occupation Email Address:
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7. OTHER INFORMATION

Are you, to your knowledge, related to any Telford & Wrekin employee or Councillor?

If yes, please give details:

Name	Relationship
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Criminal Convictions:

You are not required to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under that Act. However, if you applying for a post working with children or vulnerable adults please read the attached additional information carefully.

Have you ever been convicted of any offence by any Court (including a Court Martial), or received a formal Police Caution?

Has a Summary Award ever been made against you by a Commanding Officer of the Armed Forces?

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the post for which you have applied.

8. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant

Date

For office use only

Reason for not shortlisting

Reason for not appointing

Apley Avenue, Wellington, Telford, TF1 3FA

Tel: 01952 386800 Fax: 01952 386805

E-mail: school@charlton.uk.com www.charlton.uk.com

EQUAL OPPORTUNITIES CHARTER

Charlton School recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional. They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full from the skills and talents which such people may have to offer. The School is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. Charlton School recognises its obligations under various pieces of legislation relating to equality of opportunity.

Charlton's Employment Equality Promise

Charlton School gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, care of dependants, age, disability, religious or political beliefs, or unrelated criminal conviction. The School will therefore:-

- Publicise this commitment to all of its employees and within the community at large.
- Encourage job applications from all sections of the community.
- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies. Specifically, everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that the School's existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Guarantee an interview to applicants with disabilities who meet the essential requirements of the post, and do everything reasonably practicable to adapt jobs and premises to meet the needs of people with disabilities.
- Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not discriminate against those with particular medical conditions.
- Measure the effectiveness of its policies by regular monitoring of both existing employees and of job applicants and the publication of an annual equal opportunity report.
- Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

Guaranteed Interview Scheme for candidates with a disability

- The Disability Discrimination Act 1995 defines a person with a disability as someone who has a "physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities".
- If you apply for a job with the School, we must consider your application and measure it against the essential criteria needed for the job. If you meet this criteria you will be sent a letter inviting you for an interview. If we feel you should not be offered an interview, we will contact you either by letter or telephone and explain the reason why. IN ORDER FOR US TO MONITOR OUR EQUALITY OPPORTUNITIES POLICY PLEASE COMPLETE THE FORM OVERLEAF

MONITORING FORM

Charlton School

The School's Employment Equality Charter is attached. In order to measure its effectiveness we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Forms submitted with incomplete monitoring information are not submitted for shortlisting.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

THIS INFORMATION IS SEPARATED ON RECEIPT OF YOUR FORM AND IS NOT SEEN BY ANYONE INVOLVED IN THE SELECTION PROCESS.

Please complete in **BLOCK CAPITALS**

POST TITLE

FULL NAMES

(including first name(s) and surname/family name)

PREVIOUS NAME

PREFERRED TITLE

If other please specify:

DATE OF BIRTH

* (please delete as appropriate)

PLEASE TICK RELEVANT BOX

AGE: 16-18 ☐ 19-35 ☐ 36-49 ☐ 50-59 ☐ 60-65 ☐ over 65 ☐

GENDER: Male ☐ Female ☐

ETHNIC ORIGIN:

Asian or Asian British

Black or Black British

Mixed

White

Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Any other black <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any Other white <input type="checkbox"/>
Any other Asian <input type="checkbox"/>	background	Any other mixed <input type="checkbox"/>	background
background		background	

Other Ethnic Groups

Chinese ☐

DISABILITY:

The Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities".

Under this definition do you consider yourself to have a disability?

HOW DID YOU FIND OUT ABOUT THIS VACANCY

(name of newspaper/journal, job centre, word of mouth, etc)

Apley Avenue, Wellington, Telford, TF1 3FA

Tel: 01952 386800 Fax: 01952 386805

E-mail: school@charlton.uk.com www.charlton.uk.com