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# **INFORMATION FOR PROSPECTIVE SUPPORT STAFF APPLICANTS**

**CHEAM ACADEMIES NETWORK**

**Our Vision:**

Cheam Academies Network’s (**CAN’s**) vision is to be a thriving community of schools, collaborating and sharing resources to ensure excellence in the educational opportunities provided for local children and young people.

**Our Values and Principles:**

**CAN** believes in equal partnership between the schools in its network and is committed to achieving the best for all children and young people entering its schools.

**CAN** expects each of its schools to maintain and develop high quality leadership and management so that each school promotes its own identity and makes decisions in the best interest of its school community.  Schools are encouraged to work together to benefit local children and their families.

**Our Aims:**

**CAN** aims to promote and support the highest standards of local education.

**CHEAM HIGH SCHOOL**

**Cheam High School** **is part of the Cheam Academies Network.** **A large secondary school located in a suburban, residential area near Sutton in Surrey, which is well served by public transport.**

Cheam High School is an 11 - 19 co-educational school for students of all abilities.

The school has a strong reputation in the locality and is heavily oversubscribed with approximately 1400 applicants for 300 places each year.

The school was awarded Academy status in June 2011.

It was judged Outstanding by OFSTED in 2007, 2010 and most recently in 2015.

**OAKS PARK HIGH SCHOOL**

**Oaks Park High school joined the Trust in September 2019.  A large secondary school, housed in an award-winning building and bordering Green Belt land, Oaks Park provides excellent facilities.**

Oaks Park High is an 11 - 19 co-educational school for students of all abilities.

The school is inclusive and caring, being proud to serve its local community.  Its goal is to help young people develop the skills, knowledge and qualifications they need to become successful and confident adults.

The school is rapidly improving, being very well resourced with a dedicated and committed staff.  It remains popular in the local community and is oversubscribed.

**SUPPORT STAFF IN THE TRUST**

We have a dedicated staff who provide students with excellent support, both academically and pastorally, as well as offering a wide range of extra-curricular activities, which allow our students to thrive.

All staff use the large central staff room for breaks and social time, and a number of staff have separate office and computer facilities. Teaching and support staff work together to provide the best opportunities for our students and students.

Our schools support new staff through a tailored induction programme. Your direct line manager will support you in settling in and go through various procedures with you to make sure that you quickly settle into your new role with us. Depending on your role, you may also find yourself shadowing an experienced member of the team - or be otherwise partnered.

Training takes place on an on-going and informal basis as needs arise - but formal training sessions are also available. The schools run a number of on-going working groups looking at various issues - support and teaching staff both contribute to these groups.

The schools’ Governing Bodies have staff representation.

What we offer for staff in our schools

* Excellent training and development opportunities
* School canteen offering good value hot and cold food for staff and students
* Active opportunities to be part of the school and its social staff events

What we look for

* High standards of communication and interpersonal skills
* The ability to work as part of a team
* The ability to motivate and inspire students and colleagues
* Highly motivated and enthusiastic individuals

**SAFEGUARDING**

The Trust takes very seriously the protection of children in its care. It does this through:

* Clear guidance and expectations for staff in terms of their conduct
* Strong staff awareness of child protection issues, with accompanying vigilance for any signs of concern
* Clear policies and procedures with respect to Safeguarding, including a named Designated Safeguarding Lead for Child Protection, training for all staff, and clarity as to how to manage any student disclosures.

All new staff undergo training in this area, and are expected to demonstrate appropriate attitudes towards both students and the school’s responsibility for their protection. All adults in the school are subject to various checks, including those relating to safeguarding (e.g. Barred List, DBS as appropriate).

Cheam Academies Network is committed to equal opportunities for its community. This includes a zero tolerance for discrimination.

**FURTHER INFORMATION**

Please have a look at our websites [www.cheam.sutton.sch.uk](http://www.cheam.sutton.sch.uk) and [www.oaksparkhigh.org.uk](http://www.oaksparkhigh.org.uk) for further information about our schools.

**GUIDANCE FOR APPLICANTS**

**HOW TO MAKE A GOOD APPLICATION**

**General Points**

* Complete the application form neatly, fully and accurately and ensure there are no unexplained gaps in your education or employment history
* The form may be typed, completed on-line or hand written but in the latter case do make sure that it is legible and that you use black ink
* On the front page indicate clearly for which post you are applying
* Do not send a duplicated curriculum vitae or large quantities of appended material. A concise application will receive a much more favourable response

**Qualifications**

* You must state the subjects associated with your qualifications together with the Awarding Body. If you hold an Honours degree please give the class and division

**Present Post**

* Make it quite clear what your present post is, which establishment you work in, and who your employer is
* We need to know your grade, length of service, and what your current job responsibilities are

**Previous Employment**

* When completing the section on previous employment, it is important to offer a continuous record, or an explanation of any gaps (e.g. for child raising, voluntary work)

**The Supporting Statement**

* The supporting statement is regarded as a very important part of the application and candidates are asked to make statements which demonstrate how their qualifications and experience match the criteria outlined in the person specification
* The selection panel also find it helpful if candidates explain why they are applying for a particular post
* Please include any experience gained from outside the formal context of education (such as child rearing)
* You should contain your supporting statement to a maximum of two sides of A4

**Child Protection**

* Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974
* As such, by applying for a job in the School, you are required to state whether or not you have **any** unspent convictions, cautions, reprimands or warnings, **or** there are any criminal charges or summonses pending, against you A conviction, caution, reprimand or warning will not necessarily be a bar to employment
* Those appointed to work in the School will also be required to undertake a check for convictions by the Disclosure and Barring Service

**Referees**

* Applicants are asked to note that suitable referees are people who have had direct, recent experience of the work of the applicant and who are in responsible positions
* Personal references (e.g. from neighbours or social acquaintances) are generally of little help to the selection panel; these should only be used in the absence of suitable professional referees
* Please state clearly the referee’s position in relation to the applicant
* **The School may write to referees at the same time that the candidate is invited for an interview and they are the only ones consulted**
* Please indicate if you do not wish the School to seek references in advance

**Monitoring**

* In order that the School is able to monitor its recruitment process in line with its equal opportunities policy, you are asked to complete the equal opportunities monitoring sheet
* **The Completed Application**
* When completed, please read through your application carefully, checking errors or omissions
* Make sure of the quoted closing date, to ensure that your application is sent to the school in plenty of time as applications received after the published closing date will not be considered
* Applications can be submitted in the following ways:
* By post to HR Team, Cheam High School, Chatsworth Road, Cheam, Surrey SM3 8PW
* By email to HR@cheam.sutton.sch.uk
* Finally, if posting your application, please make sure you attach the correct postage; A4 sized envelopes (or indeed, very thick smaller envelopes) need to have a ‘large letter’ stamp. Failure to attach the correct postage can delay delivery of your application to us by up to 5 working days
* Candidates should be prepared to accept or refuse an offer subject (where appropriate) to a medical examination, receipt of references, proof of qualifications, proof of identity, proof of eligibility to work in the UK, disclosure check and final confirmation by the School
* Candidates who accept an offer may wish to expedite any outstanding references as no formal confirmation of employment is made by the school until necessary references, etc. have been received