



## Whitehall Park School Application Procedure

The closing date for applications is Wednesday 14<sup>th</sup> June 2023 at midday with interviews taking place on Thursday 22<sup>nd</sup> June 2023. There will be 1 position available from September 2023.

### Job Description & Person Specification

A detailed job description and person specification is available for the role.

### Application Form

All potential candidates are requested to complete the application form and references/monitoring form. The application form requires a personal statement that should be no longer than 2 pages.

### Reference & Monitoring Form

All potential candidates are requested to complete the reference and monitoring form. The school may contact the references prior to interviews. One reference provided must be your present or most recent employer.

### Criminal Record Declaration and Childcare Disqualification forms

All shortlisted candidates will be required to complete the Criminal Record Declaration and Childcare Disqualification forms prior to the interview.

### Interviews

The interviews will be held at Whitehall Park School with the Headteacher and Deputy Headteachers. Please allocate a full working day for the interview process.

### Candidates

The successful candidate will be professional and have a love of teaching and learning. We are looking for an inspirational and experienced teacher, willing to try new ideas and share best practice. We encourage professional development supporting the school's improvement needs as well as an individual's personal professional requirements. We will take great pride in providing an environment with which staff feel valued and supported. This is a fantastic opportunity to play a pivotal role in shaping its future.

### Procedure

You are invited to look at the school's website for further information, and if you wish to have an informal discussion about the school or the role, please email [office@whitehallparkschool.org.uk](mailto:office@whitehallparkschool.org.uk) to arrange.

To apply for the post, complete the job application form and reference & monitoring form, you should feel free to add or attach additional information you may feel is relevant. Candidates who do not complete the Whitehall Park School application form will not be considered.

Full contact details for two professional and relevant teaching references must be included as all references will be contacted for shortlisted candidates prior to interview.



[www.whitehallparkschool.co.uk](http://www.whitehallparkschool.co.uk)



@whitehallparkschool



@whitehallpksch

**Registered Address:** Bellevue Place Education Trust, c/o Rutherford House School  
217 Balham High Road Balham, London SW17 7BQ

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### Safeguarding Children

Whitehall Park School is committed to safeguarding the welfare of our children and follow Safer Recruitment in Education practices. Successful candidates must be willing to undergo checks with previous employers, an enhanced DBS check, an identity check and to complete a self-certified medical form.

### Declaration of Previous Convictions

Notwithstanding the Disclosure process, all candidates for employment must declare any previous convictions whether they are 'spent' or not before attending an interview or taking up a conditional offer of employment at the School. Certain previous offences such as the abuse of children and seriously violent and disruptive behaviour will preclude employment in the school. However, the nature of other offences will be considered on their individual merits and proper notice will be taken of the degree of seriousness of the offences, the circumstances and the time frame. These factors will be weighed against the nature of the appointment and its responsibilities. The school is conscious of the need to accept ex-offenders into employment whenever possible in order to play its part in the rehabilitation process, but the wellbeing of the children and fellow employees will always remain the overriding consideration.

Please submit information in confidence enclosing details in a separate sealed envelope which will be opened by the Headteacher, Alison Hatch and subsequently destroyed.

### Prevention of Illegal Working

All candidates attending interview will be required to produce Proof of Identify, Right to Work in the UK and Proof of Address (less than 3 months old) documents.

### Equal Opportunities

Whitehall Park School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.



[www.whitehallparkschool.co.uk](http://www.whitehallparkschool.co.uk)



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