



COLLEGE INFORMATION PACK



Siobhan Hearne
Principal

Welcome to The Latimer Arts College

Thank you for your interest in our College: this is a great time to come and join our team!

Our students are fantastic and special things are happening at The Latimer Arts College: we are really going places. Those already in our community and visitors to the school can sense it.

At The Latimer Arts College, we are a community, a family, that genuinely respects and cares for each other. Together, we are committed to ensuring that everyone in our school is happy, feels safe and is valued. We are full and over-subscribed, with 1120 students at the College aged 11-18 who are nurtured through their education in a purposeful and caring community ethos based on respect for all.

With our students at the heart of all that we do, as a team, we aim to encourage each person to uphold both our College values of *Honesty, Excellence, Ambition, Respect and Teamwork* and the fundamental British values of democracy, rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. We want all to make a positive contribution to both our local community and wider society.

We have a passionate belief in the value of a well-rounded education and it is our intention to unlock the true potential, for each and every individual, whatever that may be. We work collectively to motivate our students to place no boundaries on their ambitions, no limits on their aspirations and put no barriers in the way of their achievements. Through our high expectations we want to inspire our students to achieve excellence and be *the best that they can be*.

As Principal, I am deeply honoured and proud to be part of this exceptional learning community.

If you share our vision and ethos, are an outstanding teacher and like what you read in this pack, we would love to hear from you!



Taking Care of You!

Our staff are one of the secrets of our success and so we are fully committed to their wellbeing and professional development.

We are seeking to appoint staff who thrive on collaboration, innovation and a desire to be amazing: colleagues who will have a passion for improving student achievement and personal development and be bursting with ideas as to how to achieve this. It is our job to nurture you to deliver this success!

We have a highly successful induction programme for new staff, including an ECT programme, and we offer an extensive range of training throughout this.

We are committed to the DfE Education Staff Wellbeing Charter and have a varied programme of activities and support in place for our staff. This is responsive and evolves annually based on context and needs, with our staff voice being instrumental in shaping what we provide.

We are passionate about supporting professional development so that we can ensure that we are equipping our staff team with the skills, knowledge and understanding that they need to not only fulfil their roles but most importantly to be fulfilled **by** their roles. We endeavour to support staff who wish to study for Masters Degrees and other professional qualifications.

Staff Benefits

Amongst the things that we offer are:

- Full School Teachers Pay and Conditions, including continuous service, for Teaching Staff
- Employer Pension Contribution – Teachers' Pension Scheme (Teachers). Local Government Pension Scheme (Non-Teaching Staff).
- A commitment to the DfE Education Staff Wellbeing Charter
- Regular staff wellbeing activities and social events
- Free access to our sporting facilities (up to 6pm weekdays)
- Health Assured (Employee Assistance Programme) - a free confidential information, support, counselling and advice service available 24 hours a day
- Free flu jab organised through a local pharmacy
- A laptop is provided for every teacher and many non-teaching staff
- Timetabled Work from Home (WFH) sessions
- Maternity / Paternity / Adoption Leave and Pay
- Eye Care Vouchers for employees using a VDU

Taking Care of Our Students



We have recently relaunched our House system, with two form groups from each year group making up one of our four Houses. This system epitomises the caring, family ethos that we promote at the College: we share, we laugh and we grow together!

At The Latimer Arts College we passionately believe that participation in enrichment activities plays a significant contribution to personal growth and high academic achievement. That is why we provide a range of extended opportunities throughout the academic year (and beyond!) .

We are determined that this programme offers something for everyone — and we are always open to new ideas — and so all students are invited, and indeed encouraged, to take part in as many of the exciting activities on offer as possible, which range from team sports, performing arts groups, chess club, a debating society, Dungeons and Dragons and French film club to name but a few.

And then we celebrate each phenomenal year at our annual Pride of Latimer Awards — an Oscar style celebration of excellence and contribution. Trust us: there is not a dry eye in the house at the end of the evening!

Our Facilities

Ensuring that our staff and students can thrive in a positive learning environment is one of our key priorities. Each learning zone is well-equipped with the specialist resources that individual subjects require.

We are delighted that significant investment has been made in the site in recent years which means that we are the proud owners of a brand new, state of the art Science Learning Centre, a multi-use Sports Centre and a 4G all-weather pitch. In addition to this we have our own theatre.

Over the course of the last two years, £1 million has been invested in improving the learning environment with all learning centres having been refurbished. They are excellent places to both teach and learn in.

Not only do these provide great facilities during the school day, but they are also available for free for staff and students to use post-school. This helps to add to our strong community ethos.

Location



Northamptonshire is known as the 'rose of the shires' and is renowned for its picturesque villages and is home to some of the most beautiful countryside in England. There are miles of walks, beautiful country parks, stately homes, canals and substantial areas of ancient woodland.



In and around the main market towns there are excellent leisure facilities with great shops, restaurants, museums, galleries, theatres and cinemas, health clubs and spas, and a thriving nightlife. Rushden Lakes Shopping Centre is also nearby and is a very popular destination with shops, lakeside restaurants and cafes and a cinema complex.



Local sporting highlights include Silverstone motor racing circuit, Northampton Saints rugby team, football league teams and county cricket. You can also enjoy spectacular golf courses, equestrian and country pursuits, and excellent watersports centres.

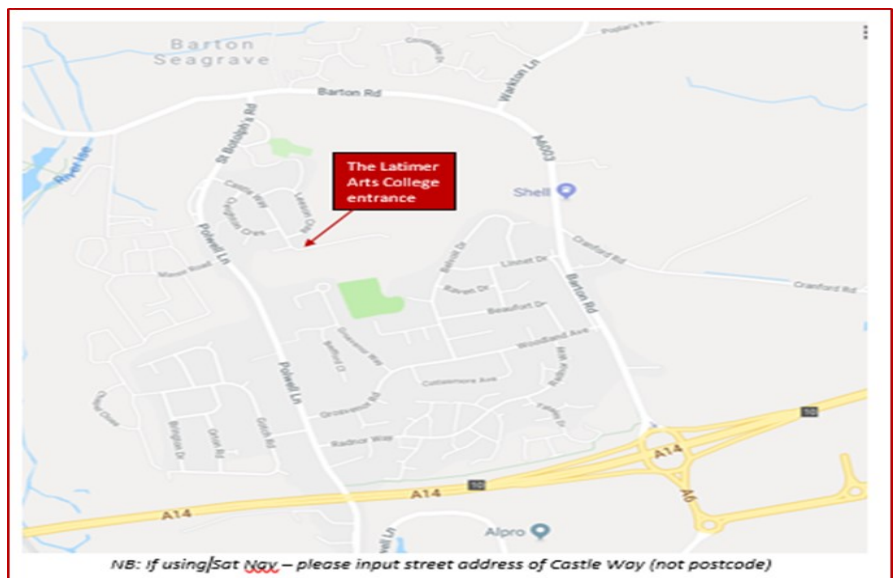
Northamptonshire is a fantastic place to live and offers affordable housing and is one of the UK's fastest growing counties. Due to its central location and idyllic countryside, Northamptonshire has one of the highest levels of employment in the country.

The local town of Kettering has good rail links and we are within a one hour drive of London, Birmingham, Oxford and Cambridge.



The College itself is located in Barton Seagrave, in the borough of Kettering, which is situated in east Northamptonshire. This is an ideal location due to its proximity to the A14 and the Kettering to London rail link.

Barton Seagrave enjoys a rural location, surrounded by the Wicksteed estate and farm land, woods and spinneys. It has its own Parish Council and forms the Barton ward of Kettering Borough Council. There are local shops, a church, village hall, hotel, and historic buildings in the village.



How to Apply

Applicants are requested to read the information carefully, especially the job description and person specification. Please ensure your application satisfies all the criteria in the person specification and you display evidence of this.

Please specify the role that you are applying for, and also ensure that you submit a covering letter addressed to the Principal, Ms Hearne, as part of your application.

Please ensure that you have completed the reference section with TWO referees. Please note that:

The first referee should normally be your present or most recent Headteacher or equivalent person.

If you are not currently working with children, please provide a referee, if you have one, from your most recent employment involving children.

Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

We hope that you have found the information provided in this brochure enough to persuade you to apply but if you need further encouragement, please visit our website at www.latimer.org.uk or come and visit us in person.

Please visit the vacancies page on our website www.latimer.org.uk to download a copy of the application form. Alternatively an application pack can be requested from Ms J Ridley, PA to Principal tel 01536 720310 or email vacancies@latimer.org.uk.

Completed application forms, together with a supporting letter of application to be no more than 2 sides of A4 should be sent to vacancies@latimer.org.uk.

Alternatively, post to: The Principal, The Latimer Arts College, Castle Way, Barton Seagrave, Kettering, Northamptonshire, NN15 6SW.

Please note that we do not accept CVs – any received will not be taken into consideration during the shortlisting process.

Safer Recruitment

The Latimer Arts College is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the College follows a rigorous selection process to discourage unsuitable applicants. This process is outlined below:

Disclosure: all applicants for employment are required to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The College's policy on the recruitment of ex-offenders is available on the College website.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Shortlisting: Only those candidates meeting the person specification criteria will be taken forward to interview. *NB: CVs are not accepted.*

Interview: Those shortlisted will take part in an in-depth interview process – candidates for teaching posts will be required to teach a lesson as part of the interview process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

Reference checking: References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Online check: The College **may** carry out an online search on shortlisted candidates as part of the due diligence. Any concerns which may arise following an online check may be discussed with the applicant at, or prior to, the interview stage.

Data Protection

Probation: All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the College with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Data Protection

The information collected on the application form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the application form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form will be retained as part of your personnel record.

Equal Opportunities

The Latimer Arts College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).