








CHARLTON

CHARLTON SCHOOL

CHARLTON

Taking PRIDE in Progress and Partnership,
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

"Building Knowledge. Developing Character. Inspiring Futures"

Charlton is a successful and popular 11-16 comprehensive school. We are well established and respected in our local community, with a consistent record of high standards. This is attributed to good examination results and acknowledges our caring and supportive values-based culture. 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. We nurture happy, healthy young people who have the knowledge, academic achievement, and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning. Our curriculum is broad, rich, and matched to individuals' needs.

We are committed to delivering a broad, balanced and knowledge rich curriculum enabling students to achieve their best and ensuring they are well equipped for the future. Our curriculum plans for the needs of all learners, as they progress through their five years in our care, providing opportunities for enrichment to develop wider aspects of learning. We aim for all our students to enjoy school, excel in their studies, and attain outstanding outcomes.

We see each student as an individual and encourage them to build their unique character through our personal development programme. Our curriculum is enhanced by a wide range of sustained enrichment opportunities, enabling students to discover and nurture their talents and interests.

Vision

Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

Ethos

- ✓ **Pastoral care.** We ensure that every member of our school community knows that we are committed to supporting their physical health, safety and emotional wellbeing.
- ✓ **Behaviour.** Relationships between staff and students are based on our core values: respect, responsibility and resilience. Clearly stated standards of behaviour are to be upheld by all.
- ✓ **Belonging.** We celebrate our differences and show respect for our community. Students understand and develop their role as active and responsible citizens and are equipped with the skills to challenge discrimination.
- ✓ **Curriculum**. We are committed to delivering a broad, balanced and knowledge rich curriculum to enable students to achieve their best and be well equipped for the future.
- ✓ **Co-Curriculum.** Our curriculum is enhanced by a wide range of sustained enrichment opportunities, enabling students to discover and nurture their individual talents and interests.
- ✓ **Facilities.** Our new building provides a clean, bright, safe and stimulating learning environment with state-of-the-art equipment.
- ✓ **Celebrating success.** We celebrate success at all levels. Students are encouraged to apply a growth mindset to both their academic and personal progress.
- ✓ **Partnership.** We have well established links with our local community and view partnerships with the Learning Community Trust, wider community partners and our families as central to our success.

Core Values

Our ethos is built around three core values: **Respect, Responsibility and Resilience**. We expect all members of the Charlton community to exhibit these values at all times.

Underpinning our vision and values are our shared character virtues:

Gratitude: feeling and expressing thanks.
Compassion: exhibiting care and concern for others.
Humility: estimating oneself within reasonable limits.
Justice: acting with fairness towards others by honouring rights and responsibilities.
Courage: acting with bravery in fearful situations.
Integrity: having strong moral principles and standing up for what you believe in.
Honesty: being truthful and sincere.

We are tremendously proud of our new school building. Our new build school opened in June 2016 and provides first rate facilities, which are purpose-built for learning in the 21st century. Additional investment in state-of-the-art ICT, Sports, Expressive Arts, Science and Technology equipment have been a great boost to curriculum areas. We firmly believe that the facilities strengthen engagement across the school and give students relevant learning experiences, preparing them for their next steps in education.

Charlton School converted to become an academy in December 2018 and is part of the Learning Community Trust. We believe the Learning Community Trust to be an ideal partner for us, as we have a similar vision and values for providing the highest quality of education for the community in this part of Telford.

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.

We are fully committed to a policy of inclusion and we aim to integrate all students fully into the life of the school. To this end we acknowledge the fact that all teachers are teachers of Special Educational Needs and Disabilities and our ethos is one of helping both staff and students to thrive in an inclusive environment. All children admitted to the school, including those with disabilities, have access to the full curriculum offered by the school.

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. Our curriculum is enhanced by a wide range of sustained enrichment opportunities, enabling students to discover and nurture their individual talents and interests. Students apply a growth mindset to both their academic and personal progress and we celebrate success at all levels.

Students are guided by our strong pastoral system, with experienced staff who support their learning. All students have Form Tutors who serve as mentors to track their academic and personal progress. Heads of Year and Pastoral Managers offer further leadership, coaching and support. We ensure that every member of our school community knows that we are committed to supporting their physical health, safety and emotional wellbeing.

We wish for Charlton students to be seen both in school and by the wider community as mature, confident, responsible citizens who wear their uniform with pride. As a school, we celebrate diversity and have well established links with our local community. We view partnerships with feeder schools, community partners and families as central to our success.

We look forward to welcoming you into our school community.

Mr Andrew McNaughton
Principal

TEACHING ASSISTANT

Salary: Scale 2 or Scale 3 (Points 3-6) dependant on experience

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

Contract type: Term Time only/30 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 are working in partnership towards a shared vision that places students' learning, their environments, and local communities at the centre of our approach.

We are offering an exciting opportunity for a Teaching Assistant to join our SEND supporting team.

As a member of our team, you will focus on ensuring great outcomes for our students including those with SEND and disabilities.

The role includes general classroom teaching assistance, group intervention, 1:1 sessions and SEND classroom support, ensuring the provisions outlined in an EHCP are in place. You should have experience of working with children in a school-based environment and be willing to help with an after school club.

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: 27th June 2022
Interviews: 29th June 2022
Start Date: September 2022

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.

JOB DESCRIPTION

POST: Teaching Assistant at Charlton School

THE POST

We seek experience at delivering 1:1 classroom support and interventions. In addition, you need to be comfortable managing emotionally vulnerable students and being attentive to their welfare. The ability to engage students, develop a rapport with them, understand their behaviours and to respond appropriately is required. Knowledge of a range of SEND needs including Cognition and Learning, Communication and Interaction, Sensory and Physical Impairment and Social, Emotional, Mental Health is required.

Experience at delivering small group intervention work is also essential.

One of the posts requires supporting a student with some personal care.

MAIN ACTIVITIES

The post holder will be required to

- Provide support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Assist with the development and implementation of bespoke resources and learning templates for individual students
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Liaise with teaching staff to ensure lessons are planned and delivered according to student needs.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Appreciate and support the role of other professionals and liaise with them directly under the supervision of the SENCO
- Attend and participate in relevant meetings as required including annual reviews and provision map target setting

- Participate in training and other learning activities and performance development as required including training for personal care, manual handling and evacuation chair training.
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Person Specification

Qualifications	• Good numeracy/literacy skills • Completion of DfES Teacher Assistant Induction Programme • NVQ 2 for Teaching Assistants or equivalent qualifications or experience • Training in the relevant strategies e.g. literacy • First Aid training/training as appropriate
Experience	• Working with or caring for children of relevant age
Knowledge	• Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning
Skills	• Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

ACADEMY APPLICATION FORM

Completing the Application Form

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Learning Community Trust 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 that 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. 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.
- If you attach additional sheets to your application form make sure you put your name and the title and location of the post for which you are applying at the top of each page.
- 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.

JOBS WORKING WITH CHILDREN

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks in line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

PLEASE READ THIS INFORMATION CAREFULLY, DETACH AND KEEP THESE NOTES.

- The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- 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.
- You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
- You will be asked to submit original proof of identification, 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.
- You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.

Criminal Record Checks

- This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England & Wales) Order 2019 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.

- A caution or conviction will not necessarily prevent you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Charter. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.

- You will be required to complete a self-declaration form in relation to any criminal convictions if you are shortlisted for the post and invited to interview. This must be submitted prior to the interview, failure to do so could result in the offer of an interview being withdrawn.

- 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. Once completed this disclosure form will be sent to the Disclosure and Barring Service. 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 issue you with a DBS certificate. They will also send a notification via the online DBS system to us to confirm whether this check is clear or not. You will still be required to bring in your original certificate to the school for verification.

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

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

For disclosure information and services please visit the DBS homepage on their web site www.homeoffice.gov.uk/dbs.

If you do take up employment it is necessary for you to inform the Headteacher of any cautions, bind overs or convictions you sustain during the subsequent course of your employment.

IMPORTANT

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

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018)

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful and subsequently appointed this information will be used for the purpose of:

- contractual obligations as an employer
- to keep you informed on matters relating to your employment
- detection and prevention of fraud and over payments from the public purse
- completion of statutory returns
- improving the management of its workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of protected characteristics to support compliance with the Equality Act 2010

- supporting the work of the School Teachers' Review Body, if you are a teacher

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with us, we will retain this information for the period of your employment and following 6 years following the end of your employment.
If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.
We will not share any Personal Identifiable Information collected with external organisations unless, excluding our HR & payroll Provider or unless required to do so by law.

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 Opportunity Monitoring

To ensure we meet our commitments in relation to Equal Opportunities we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.

- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated or have any suggestions as to how we can do better, please contact the school directly.

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

EMPLOYMENT APPLICATION FORM FOR ALL STAFF

Please complete the relevant parts of this form

Job Title :	**Application to be returned to:**
Closing Date:	
Vacancy Number:	**or alternatively email it to:**

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No . Email Address
Correspondence Address Postcode		If this post is available for job share, do you wish to be considered on this basis?
Teaching posts only Teacher Reference No:		

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

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address: Tel. No. May we contact you on this number?	Date appointed: Date left (if applicable): Reason for leaving:
Present wage/salary £ 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 most recent 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. GAPS IN EMPLOYMENT

Please provide information about any gaps in education or employment history here:

6. 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.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.

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 and if included will not be forwarded to the shortlisting panel.

7. 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 school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.
*Please indicate if this is a work or personal referee.

1. Name Address Tel. No. Email: Occupation Work/Personal*	2. Name Address Tel. No. Email: Occupation Work/Personal*

8. OTHER INFORMATION

Are you, to your knowledge, related to any of our employees or members of our Governing Body/Board of Trustees?
If yes, please give details:

Name **Relationship**

Criminal Convictions

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering guide

9. 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

IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES PLEASE COMPLETE THE FORM OVERLEAF

EQUAL OPPORTUNITIES MONITORING FORM

In order to measure the effectiveness of our commitment to Equal Opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have 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 short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:.....**Job Reference**:.....

Full names (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

……

What is your date of birth? __ / __ /_____ **What is your gender?** Male ☐ Female ☐

Do you have any long-standing illness or disability that limits your daily activity?

Yes ☐ No ☐ Rather not say ☐

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes ☐ No ☐ Rather not say ☐

Do you belong to any particular religion or hold particular beliefs?

Christian ☐ Hindu ☐ Muslim ☐ Sikh ☐ Other (please state) ……..…. No religion ☐ Rather not say ☐

What is your ethnicity (please tick ✓)?

White		**Mixed/multiple ethnic groups**		**Asian/Asian British**		**Black/African/ Caribbean/Black British**		**Other ethnic group**	
English/Welsh/Scottish/ Northern Irish/British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/African/ Caribbean/ Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation? Straight/heterosexual ☐ Lesbian/Gay ☐ Bi-sexual ☐ Rather not say ☐

Would you describe yourself as trans-gender? Yes ☐ No ☐ Rather not say ☐

Are you an agency worker? Yes ☐ No ☐

Are you currently employed by us? Yes ☐ No ☐

If YES please enter your employee number.....

How did you find out about this vacancy?.....