



The Fordway Centre

Employee Prospectus



Vision and Values

IET Purpose

To provide an inclusive and high quality educational experience that promotes self-belief and a love of learning to enable all students to maximise their potential.

IET Values

We will ensure a culture of integrity championing high-performance that is underpinned by our core values of: -

HONESTY, RESPECT, COMPASSION

By consistently championing: -

Creative Innovation, Bespoke Inclusion, Supportive Collaboration

IET Vision

- To ensure that all children and young people have access to the most appropriate educational provision to meet their needs which is of a consistently high quality.
- To be a central part of the community ensuring that PRUs and APs are seen as equal to mainstream schools with students being given the same opportunities, despite the challenges.
- To be seen, from a national perspective, as an innovative and forward-thinking organisation with exceptional outcomes for all students.



A message from our CEO

Welcome to Inclusive Education Trust (IET). We are a Multi Academy Trust of three Alternative Provisions Academies based in Surrey. Our three founder schools are Reigate Valley College (RVC), Wey Valley College (WVC) and The Fordway Centre (FWC).

RVC and WVC are both 5-16 Alternative Provision Academies and FWC is a primary only Alternative Provision Academy.

We provide a bespoke education for children and young people who, at certain times of their lives, may require specific support. This is often when they are encountering personal crisis or need help with their behaviour and are at risk of exclusion from mainstream schooling.

Our vision is to provide an inclusive and high quality educational experience that promotes self-belief and a love of learning to enable all IET students to maximise their potential.

All of our staff care passionately about supporting students who are in need of help and we strive to gain the best outcomes for all of our students to either return to mainstream school, move into specialist education settings or enter the world of work or further education.

We provide a high-quality education that includes a broad and balanced curriculum alongside excellent pastoral support to enable our students to become the best versions of themselves.

Our academies place the students at the centre of all that we do, there is fun, laughter and positivity all around.

If you want to discover more about IET then please do not hesitate to contact us, our doors are always open.

Dave Euridge
CEO IET



Our Schools

Fordway Centre Key Stage 1 & 2

Stanwell Road

Ashford

Middlesex TW15 3DU

Tel: 01784 243365

<https://www.fordway-centre.co.uk/>

Currently temporarily located at Wey Valley College until Easter 2025 pending rebuild of the new school

Wey Valley College Key Stage 1 - 4

Southway, Guildford GU2 8DU

(GU2 8WZ for sat nav)

Tel: 01483 518212

<https://www.wvc.surrey.sch.uk/>

Reigate Valley College Key Stage 1 & 2

The Phoenix Campus

Alpine Road

Redhill

Surrey RH1 2HY

Reigate Valley College Key Stage 3

Allingham Road Campus

82 Allingham Road

Reigate,

Surrey RH2 8HX

Reigate Valley College Key Stage 4

Sidlow Bridge Campus

Ironsbottom

Sidlow RH2 8PP

<https://www.rvc.surrey.sch.uk/>

Tel: 01737 249079

Alternative & Aspire College Hub 3 & 4

satellite site based at Therfield School

Dilston Road

Leatherhead

KT22 7NZ 07869 804074



About Us

The Fordway Centre is an Alternate Provision for children aged 5 – 11, also referred to as a Pupil Referral Unit (PRU). We specialise in providing support for students who have been permanently excluded from mainstream schools or who have met the threshold for a permanent exclusion, we encourage local Headteachers to refer students to us before they permanently exclude so that the students do not have the stigma of permanent exclusion when they leave school.

Many of the pupils have social, emotional and mental health difficulties (SEMH), although there are students who may have more complex needs. Our staff ratio is high at all Key Stages to ensure that students receive excellent academic and pastoral support.

We are based in Spelthorne in Surrey and serve the whole of the North East and North West of Surrey; some 200 primary schools.

The exciting news is that we are re-developing our site and look forward to a fabulous new bespoke school to move back into around Easter 2025.

Provisions

We have an excellent record of providing good CPD and have supported staff from being unqualified teacher through to completion of NQT year. We have supported many staff in their career progression either within the federation or with partner mainstream schools. Many of our Teaching Assistants progress to Higher Level Teaching Assistant status after training.

We use a variety of pastoral measures to show progress. All of which have been tried and tested in Ofsted inspections.

The learning environment is good, there are needs for improvements in certain areas but compared to PRUs nationally the accommodation and environment is well above average.

The school was last inspected by Ofsted May 2024 and was judged as Outstanding in all areas.



Employee benefits

Working for us provides the opportunity to be part of a dynamic and developing organisation providing the following benefits:

- ★ Fantastic Pension Scheme, including generous employer contributions
- ★ A culture which promotes personal growth and CPD using 'growing great staff'
- ★ A chromebook
- ★ Free parking
- ★ Excellent Employee Assistance program
- ★ A genuine commitment to staff wellbeing and work life balance
- ★ No after school clubs or parents evenings
- ★ Shorter teaching days
- ★ Smaller classes
- ★ A friendly and supportive team of dedicated, skilled and caring professionals
- ★ Free tea/coffee refreshments!

How to apply for a role

An application form is available for completion and should be submitted through the eteach website where all our vacancies are advertised.

We use what you tell us on the application form to help us decide who to interview. Please take your time and fill it in fully. We attach a person specification and job description with all adverts. The Person Specification is a list of the skills, knowledge and experience or qualifications which are required for the job. When we read your application form we look for evidence to show that you have these. When completing your application it is important that you give us enough detail and examples of what you have done to show that you do have them. Take time over this and include all relevant information. Please do not send us a CV as we will only carry out the shortlisting on the information provided to us on the application form. Feel free to contact us to make an appointment to visit the school, have a look around and meet our wonderful students and staff.

Shortlisting & Interviews

As part of the shortlisting process, within a few days of the advert closing you can expect to receive an email notification via eteach to advise if you are not successful. Alternatively, we will contact you directly by email inviting you to interview (please check your spam) and we will follow this up with a phone call. Our practice is to conduct interviews on a set day with all candidates.



Job Offer

If we offer you the job it will be subject to various conditions being met. These conditions include: satisfactory enhanced DBS check, disqualification checks, references, qualification checks, health clearance and the right to work in the UK. If you are being employed as a teacher we will check that you hold QTS status and are not barred from teaching. If your referees do not confirm what you have told us we may want to discuss this with you. We will ask to see evidence of the qualifications listed on your application form and your original DBS certificate if you are using the update service. We will ask you to complete health screening via our occupational health provider. It is their job to make sure that you are fit to do the job we have offered you.

Safeguarding and Equal Opportunities

All schools as part of the Inclusive Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding among our workforce. All successful applicants will be required to complete an enhanced DBS and CBL check and subscribe to the update service, to be maintained throughout the period of employment. Trust schools wholeheartedly support the principle of equal opportunities for all its employees and for all applicants for employment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

School posts are **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You are also required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

** Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk



Online Searches following Shortlisting

As part of our due diligence, we will conduct an online search for shortlisted candidates who have accepted an invitation to interview.

This is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in the recruitment decision. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's current and any previous names, also linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles.

The benefits of our MAT include:

- Cross school moderation
- Shared policies
- Shared data for comparison and challenge
- Network of support
- Shared resources
- CPD opportunities
- Career progression opportunities



Links

[Privacy notice for job applicants](#)

[Selection & Recruitment policy](#)

[IET website link](#)

Ofsted Reports

Wey Valley College

<https://files.ofsted.gov.uk/v1/file/50036385>

Reigate Valley College

<https://files.ofsted.gov.uk/v1/file/2733507>

Fordway Centre

<https://files.ofsted.gov.uk/v1/file/50249292>