

The Federation of Earlswood Schools Recruitment Pack



A Place to Learn Together



Recruitment Pack



Contact us

Earlswood Infant & Nursery School
St John's Road
Redhill
RH1 6DZ

Earlswood Junior School
Brambletye Park Road
Redhill
RH1 6JX

infoinfants@earlswood.surrey.sch.uk

infojuniors@earlswood.surrey.sch.uk

01737 765125



www.earlswood.surrey.sch.uk



Key School Data

Type of School: Primary

Age Range: 3 -11 years

Location: Redhill, Surrey

Type of Establishment: Community School

Number of Children: Infant School - 377, Junior School - 464

OFSTED: Both schools have a judgements of 'GOOD'
Infant & Nursery School - July 2018, Junior School - May 2018

School Awards: Gold Healthy Schools Award
Silver Anti-Bullying Charter Award
Bronze Modeshift STAR Award
RHS School Gardening Award Level 1

A Place to Learn Together



Recruitment Pack



Dear Candidate,

Thank you for showing an interest in our current vacancy. At Earlswood we work hard to provide a safe, happy and nurturing learning environment where every child succeeds. My vision for the school is that we provide a rich and coherent education, where all children are given opportunities to achieve their goals, in a community based on respect and kindness that develops self-worth and an understanding of the world they live in.

Within a warm, supportive environment we promote independent thought and curiosity, foster a love of learning and celebrate achievement. Our children are encouraged to take responsibility for their own actions, lead a healthy lifestyle and to work together to create a strong sense of community where the views and feelings of others are respected. We strive to be the best that we can be. We make happy memories for our children and strive for learning to be irresistible by encouraging exploration and discovery and by including sport, music, cookery and outdoor learning as key features of our school day.

The Earlswood Federation consists of two schools at the heart of the Earlswood Community: Earlswood Infant and Nursery School and Earlswood Junior School. We are split across two sites set within extensive grounds and a short walking distance of each other. We have great transport links, being a short walk from Earlswood and Redhill train stations and have local amenities in close proximity.

We have four forms of entry across the Federation and a pupil admission number of 120 children in each year group. We also have our own on-site Nursery provision providing both the 30 hour and 15 hour offers (details available from the Infant and Nursery School office). On site, we have fully equipped music and cookery rooms, an exclusive music teacher, and a designated safeguarding and pastoral lead who is dedicated solely to this role.

We are a large school and benefit from a supportive community heavily focused on encouraging professional growth and wellbeing for individuals at all levels. Each year group has a fantastic team support network guided by a Team Leader. Teachers are given PPA time as 1 full day a fortnight with opportunity to work from home on this day.

We have a devoted team who are all extremely conscientious and passionate about outcomes for our children in whatever role they are employed. They understand that we all have a key part to play in ensuring that every child feels valued and safe and that they are supported to succeed in achieving their best. In turn, we have 2 senior members of staff who are committed to supporting staff wellbeing and development as part of their role. We nurture a culture of coaching where people are encouraged. I place a huge amount of value in the contribution my staff make and I firmly believe that supporting and empowering my team gives the best outcomes for our children.

If you would like to know more about our school, please explore our website and social media platforms, where you will be able to learn more about our curriculum and the range of extra-curricular activities we offer. To get a true feel for the school, we encourage you to organise a visit by contacting our HR Officer, Sarah Dove. We look forward to meeting you.

Mrs Julie Chandler
Headteacher

A Place to Learn Together



Recruitment Pack



What our staff and school community say...

'Without a doubt, Earlswood has the most friendly, supportive team of staff I've ever had the pleasure of working with.'

'I have been teaching 6 years at Earlswood and have gone from NQT to Assistant Head Teacher. I have been encouraged and supported to develop my own practice through working with experienced colleagues. I have also been given the opportunity to develop my management and leadership skills through further training.'

'Staff are amazing, always helpful, and the school has a real community feel.'

'I feel very lucky working at Earlswood. It is a very special and unique place. We have such dedicated, passionate teachers who I feel privileged to work with every day.'

'Being a large school, there are always opportunities to try something new and develop your skills.'

'It is a unique place to work!'

'I have been here a year and I am already part of the team.'

'We work hard but also understand the importance of enjoying ourselves!'

'It is the people that make it.'



A Place to Learn Together



Recruitment Pack



Our Long Term Plan



Our Vision

To provide a knowledge rich and coherent education, where all children are given the opportunities to achieve their goals, in a community based on respect and kindness that develops self-worth and an understanding of the world they live in.

Our Goals

- **Quality of Education:** To provide a purposeful sequenced curriculum that prepares all children for their future learning
- **Behaviour and Attitudes:** For all children to develop positive behaviours in their learning and with others within the school and local community
- **Leadership and Management:** Leadership at all levels of the school enables high pupil outcomes through developing teaching practice and enabling staff to become specialists
- **Personal Development:** To provide a broad range of opportunities and experiences to identify a talent or interest for all
- **Financial Security:** Ensure value for money and sustainability of financial position to be able to fulfil vision for education

Our Values

- To provide a happy, safe and nurturing learning environment
- To encourage independent thought and curiosity
- To work together to create a strong sense of community
- To respect the views and feelings of others
- To be the best we can

Our SMILE Behaviors

- Self-Regulation
- Manners
- Independence
- Listen & Respect
- Empathy

A Place to Learn Together



Recruitment Pack



Why Work With Us

- Continuous Professional Development: All staff have access to generous professional development training as part of the School's performance management process. The focus at The Federation of Earlswood is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. We have a strong track record of supporting colleagues into Middle and Senior Management positions.
- We offer and encourage coaching to all our staff
- Full PPA day fortnightly for teachers
- Free breakfast and after-school club places (if your children attend our school)
- Employee Assistance Programme
- Counselling and Legal Advice Service
- Access to Surrey Extra Discount Website
- Fantastic location with strong transport links
- Generous pension scheme
- Cycle to work scheme



A Place to Learn Together



Recruitment Pack



Our Recruitment Process



Fair Recruitment

The Federation of Earlswood Schools puts great importance on ensuring that every stage in the recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel you have been treated fairly even if you are not appointed. If you want to discuss why you have not been successful, please contact us for some feedback.

Surrey County Councils Equality and Diversity Policy states that no job applicant or employee will receive less favourable treatment on any of the following grounds; race, religion or belief, gender and gender reassignment, marital status and pregnancy, disability, age, sexual orientation or any other form of unjustifiable discrimination.

Data Protection Act 2018

The information you give as part of your application, will be used for the purposes of selection for the post to which it applies. It will be made available to all persons that will be part of the selection process and all forms will be kept for a period of six months from completion of the selection process. Forms submitted by the successful candidate will be maintained on the relevant personal files. We will not share this information with any other organisation without your consent.

The Job Description and Person Specification

Every vacancy advertised is based on a job description and person specification. The job description describes the duties and responsibilities of the vacancy and the person specification describes the knowledge, qualifications, experience and competencies we are looking for. Please look at these documents carefully so that you know what the job involves and the range of expertise required.

A Place to Learn Together



Recruitment Pack



Making an Application

The information you give in your application is the only information we will use in deciding whether or not you will be shortlisted so ensure that the information you give is well organised and relevant. CV's are not accepted, only application forms will be considered. Complete your form in black ink, or type it and forward it before the closing date.

Shortlisting and Interview

Teachers: As well as a formal interview, the school normally requires candidates to teach a short lesson, which is observed, as part of the selection process.

Support Staff: As well as a formal interview, the school may ask you to undertake a test and/or written exercise appropriate to the role, as part of the selection process.

Should you not be successful in your application, please do not be discouraged from applying for future vacancies where you meet the person specification. Your skills and experience may be what we need for our next vacancy.

Applicants with Additional Needs

If you have a disability that means you are unable to meet some of the job requirements, please address this in your application. If you meet all other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be arranged to enable you to meet the requirements. This could include reasonable adjustments to premises, equipment and job duties.



Recruitment Pack



Pre- Employment Checks

All offers of employment are conditional, subject to the following pre-employment clearances:

Satisfactory Medical Clearance: All successful candidates must complete a 'Pre-Appointment Health Assessment' online. The form will be submitted electronically to our occupational health provider- Team Prevent, and will not be seen by the school.

Satisfactory References: Two references are required; one of which should be your line manager in your present or most recent employment, or if you are at school, college or a university leaver, your Headteacher or tutor.

Occasionally, more than two references may be necessary and if so, we will normally tell you before we contact any previous employers. The school reserves the right to verify any information you give on your application form, or throughout the selection process.

In the event that the school receives any information through the verification process which may differ from any information you have provided, or has an adverse effect on our decision, it is the school's policy to give applicants the opportunity to comment on that information before any decision is taken.

Evidence of Qualifications: We will need evidence of the qualifications (original certificates) you outline in your application.

For teaching posts, we will require verification from NCTL that you are able to teach, hold QTS (or QTLS) and have completed statutory induction, where applicable.



Recruitment Pack



Eligibility to work in the UK: In order to comply with the Immigration Act 2016, all employers in the UK are required to make basic document checks on every person they intend to employ. We must ask all applicants who are offered jobs to provide proof that they can be legally employed. We have to see satisfactory proof in the form of original documentation before we can confirm any offer of employment that we make. If we do not see satisfactory proof, an offer of employment may be withdrawn.

Disclosure and Barring Service (DBS) Clearance (for posts exempt from the Rehabilitation of Offenders Act): All positions in schools require an enhanced DBS check. You will be unable to take up your appointment until a DBS application form is completed. All convictions, whether spent or not, will be detailed on the Disclosure Certificate that is issued to both the Local Authority and the applicant. This check is carried out once a preferred candidate has been selected and employment is conditional upon satisfactory clearance.

Any information given will be treated as confidential and used only in connection with this application. An offer of employment may be withdrawn or dismissal may result, if previous conviction for 'unspent' criminal offences are not disclosed.



Infant Site



Junior Site

A Place to Learn Together