

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT INFORMATION PACK

building on success

GUIDANCE NOTES

How to make an application

- Please complete the application form in black ink or typescript. This application form and process has been designed to provide the range of information necessary for a fair and consistent approach to recruitment. You are not required to submit a CV since all applications must be made on the enclosed application form.
- You must demonstrate in your application how you are able to fulfil the requirements of the person specification and job description for the post, as this will form the basis on which decisions are made on selection for interview. It is important that you address all the criteria set out in the person specification.

Equal Opportunities

- Southend High School for Boys is an equal opportunities employer and committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Your application will therefore be considered strictly on the basis of experience, skills, aptitudes, knowledge, attainments and any other criteria necessary to undertake the duties of the post, as set out in the enclosed person specification.

As part of the application process, you will be asked to complete an Equal Opportunities Monitoring Form. (Actually a form used by Southend on Sea Borough Council) Completion of the form will help us ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel. The form will be detached from your application form prior to shortlisting.

Qualifications

- Please include details of all professional qualifications eg qualified teacher status (including DfES number), NNEB, AAT, City & Guilds, BTEC etc.
- You will be asked to provide evidence of any qualification(s) specifically required for the post.
- References will always be taken up before an offer of appointment is made, normally at the interview stage (unless otherwise indicated).

Medical clearance

- If you are shortlisted for interview you will be asked to complete a confidential medical questionnaire and may be asked to attend an appointment with the School's occupational physician at County Hall, Chelmsford.

Disclosure of Criminal Convictions

- All applicants will be required to disclose details of both spent and unspent criminal convictions if invited to interview. Those applicants who are appointed to posts within the school will also be required to complete an additional form to enable a check to be made on their criminal record through the Criminal Records Bureau (CRB) as defined by the Exceptions Order associated with the Employment of Offender's legislation. All posts are subject to an Enhanced Criminal Records check.

Candidates who are asked to complete the CRB form will also be asked to show evidence of identity e.g. birth certificate/passport/driving licence etc. and three evidences of address less than 3 months old e.g. Bank statement/ utility bill/council tax demand etc.

Asylum and Immigration Act 1996

- Under the Asylum and Immigration Act 1996, we are required to ensure that all our employees have leave to enter and remain in the UK and are not subject to a condition precluding them from taking up employment. We would therefore ask you to bring with you, if invited to interview, an original document containing a National Insurance Number, eg P45, P46 or P60 or an old payslip and one of the following:
 - British birth certificate or passport;
 - European Economic Area (or ESS) passport or identity document
 - Passport or travel document endorsed to show that the holder is entitled to work in the UK (work permit)
 - Certificate of registration or naturalisation as British citizen
 - A letter issued by the Home Office confirming that a person has indefinite leave to enter or remain in the UK

Canvassing

- Direct or indirect canvassing of school employees or members of the governing body by you, or on your behalf, is strictly forbidden. Failure to disclose a family relationship to any school employee or governor may lead to your disqualification.
- While your application is welcome, in the interests of economy, it is not our usual practice to acknowledge the receipt of applications or notify unsuccessful applications.
- **Please ensure that your application is returned by the closing date as detailed in the accompanying letter.**

Application Form

Please return your completed application form by post or fax to:

Mrs G Duggins
Southend High School for Boys
Prittlewell Chase
Southend on Sea
Essex
SS0 0RG

Fax: 0844 576 8707

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found on the reverse of this form.

Post details

Section 1

Application for appointment as:

Closing date:

Do you need permission to work in the UK?

Applicant Name:

Personal details

Section 2

Last name and title:

First name(s):

Previous names:

Date of birth:

Home telephone number:

Home email address:

Work telephone number:

Work email address:

Address:

National Insurance No.:

Please tick the box if you do not wish to be contacted at work

Present Employment (if currently employed)

Section 3

Employer's name and address (if applicable):

Nature of business:

Job title:

Date appointed:

Grade/Salary Spine:

Current Salary (Point):

Notice required:

Allowance(s) received: Type(s):

Reason for leaving:

Value(s): £

Brief outline of duties in your current or most recent job.

Section 4

Section 5**Previous Employment** Please include all full time and part time positions.

Please list the most recent first

and continue on a separate sheet if necessary.

Employer:	Start Date:	End Date:	JobTitle:	Salary/Grade:	Reason for leaving:
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Breaks in Employment History**Section 6**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.

How many periods of sickness absence have you had over the last 2 years?**Section 7**How many days in total?**Mobility** (Please complete if the Person Specification for the post includes these requirements)**Section 8**

Do you have a valid driving licence?

Yes No

Do you have access to a vehicle which you are able to use for work purposes?

Yes No

If not, are you able to travel, for work purposes, by another means of transport?

Yes No

Secondary School Education/Examination results

Section 9

School (s): From: To: Subjects Grades and awarding body: Dates:

Continuing Education* (University/College/Apprenticeships etc.) List most recent first.

Section 10

Educational establishments: From: To: Qualification/subject obtained & awarding body: Level/Grade: Dates:

Professional qualifications Including details of professional association membership

Section 11

Do you hold Qualified Teacher Status (QTS)? Yes No DfES Number:

If yes please complete the following:

Date Statutory Induction Period (if qualified since August 1999) started: completed:

General Teaching Council Registration date:

Other relevant training and development activities attended in the last 5 years*

Section 12

Brief description/Course title: Date: Organising Body

*(Please list the most recent first and continue on a separate sheet if necessary)

Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). **If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.**

References

Section 14

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

NB. Please tick the boxes only if you do not want your referees to be contacted prior to interview

Name and address:

Name and address:

Position:

Position:

Telephone number:

Telephone number:

Fax number:

Fax number:

E-mail address:

E-mail address:

Notes: (i) Referees will be contacted before interviews unless otherwise requested (see below).

(ii) If either of your referees knows you by another name please give details.

(iii) The School may contact other previous employers for a reference with your consent.

(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

Close Personal Relationships

Section 15

Are you a relative or partner of, or do you have a close personal relationship with, any employee or Governor of Southend High School for Boys? If 'yes' please state the name(s) of the person(s) and relationship (see notes below).

Yes No

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, or school staff by you, or on your behalf, is not allowed.

Declaration

Section 16

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, in the event of a successful application, a Disclosure will be sought from the Criminal Records Bureau. A conviction will not necessarily be a bar to obtaining employment.

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed:

Date:

Southend-on-Sea Borough Council

Equal Opportunities Monitoring Form

Southend-on-Sea Borough Council fully supports the principle of equal opportunities in employment and firmly opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, those with dangerous transmittable diseases (e.g. Hepatitis & HIV) ethnic or national origin, gender, marital status, sexuality, age, disability, trade union membership, religious belief, and offending background.

To monitor the effectiveness of our Equal Opportunities Policy you are asked to complete this questionnaire and return it with your completed application form. The information provided will be treated in confidence and further guidance is provided in the guidance notes overleaf.

Post Applied For: _____

Job Ref. No: _____

Full Name: _____ (Please print) Date of Birth: _____

Gender (please tick): Male

Female

The Council has adopted the ethnic codes recommended by the Commission for Racial Equality. To which of these groups do you consider you belong? (NB Please tick one box only)

A White

English

Scottish

Welsh

Irish

Any other White background, please write in

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in

C Asian, Asian British, Asian English, Asian Scottish Scottish or Black Welsh

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in

D Black, Black British, Black English, Black or Asian Welsh

Caribbean

African

Any other Black background, please write in

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or any other ethnic group

Chinese

Any other ethnic background, please write in

4. Disability Discrimination Act 1995

Before ticking the appropriate box below please first read the definition of disability.

Definition of Disability

The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

To be protected under the Act,

- an individual must have an impairment which can be physical or mental
- it has to be *substantial, that* is something more than minor or trivial
- it needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

and

- it must affect their day to day activities on a regular basis.

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand

or

- perception of the risk of physical danger

I do consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

I do not consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

Declaration

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

I Certify that to the best of my belief, the information I have entered is true, and I understand that any false information or failure to disclose criminal convictions may in the event of employment, result in dismissal or disciplinary action by the Governing body.

Signed:

Date:

SOUTHEND HIGH SCHOOL FOR BOYS
CHILD PROTECTION POLICY

SUMMARY DOCUMENT FOR APPLICANTS

Southend High School for Boys' Child Protection Policy is based upon a Southend Borough Council model (drawing upon recent guidance and legislation) and has been approved by Governors. It is an element in the wider remit of all schools to **safeguard** and promote the welfare of children. This summary highlights the key points of the policy.

- The policy states the school's commitment to providing a safe and secure environment for students, staff and visitors and to promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well being of others.
- **The Designated Senior Teacher for Child Protection is Mr A Gardner (Deputy Head, Staff and Pupil Welfare). The Deputy Designated Senior Teacher is Mr M Valencia (Assistant Head, Leader of Key Stage 5).**
- All adults working in the school are required to report instances of actual or suspected child abuse or neglect to the Designated Senior Teacher.
- The Designated Teacher is the first point of contact for external agencies who are pursuing child protection investigations. The Designated Teacher also co-ordinates the school's representation at child protection conferences and the submission of written reports for conferences.
- All parents applying for places at this school are informed of our Child Protection responsibilities and the existence of the Child Protection Policy.
- In situations where pupils sustain serious injury or are otherwise affected by a significant accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.
- Whole school in service training for staff on child safeguarding and protection issues is organised on a yearly basis.
- All staff recruited by the school will be subject to reference and Criminal Record checks. This school will only use employment agencies which positively vet their supply staff.
- Any parent or other person employed by the school to work in a voluntary capacity, and having substantial and unsupervised access to pupils, will be subject to vetting procedures.
- All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families.
- Authorised visitors to the school will be logged into and out of the premises and will be issued with school visitor badges.
- The school takes seriously all complaints made against members of staff and there is a set procedure for dealing with such complaints.
- A copy of the full Child Protection Policy will be provided within the staff induction pack.
- Enclosed is a summary of the key procedures relevant to staff.

SOUTHEND HIGH SCHOOL FOR BOYS

CHILD SAFEGUARDING (PROTECTION) PROCEDURES – SUMMARY

RECOGNITION AND DEFINITIONS OF ABUSE

“All children may suffer harm. Only a few children suffer significant harm. Any incident of harm should be considered within the context in which it occurs”.

Abuse occurs when adults hurt children or young people under 18, either physically or in some other way.

There are **four** main kinds of abuse.

- **Neglect:**

“...a persistent failure to meet a child’s basic physical and/or psychological needs”. Neglect occurs when basic needs, such as food, warmth and medical care, are not met. Being thrown out of home may also be an example of neglect.

- **Physical abuse:**

includes hitting, kicking and punching, and may even lead to death.

- **Sexual abuse:**

occurs if an adult pressurises or forces a young person to take part in any kind of sexual activity. Non-contact sexual activity (e.g. encouraging a child to look at pornography) is also classed as abuse

- **Emotional abuse**

“...is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development”. Emotional abuse can include sarcasm, degrading punishments, threats and not giving love and affection, which can undermine a young person’s confidence.

(ii) IF A CHILD DISCLOSES ABUSE:

- “Listen to the child but do not ask leading questions (Avoid ‘who, how, what, when’ questions as far as possible)
- Reassure the child
- Never agree to confidentiality
- As soon as possible discuss the matter with the designated member of school staff
- Record details of information given – ensuring that the details are factual and that they do not contain any subjective comment. Always sign and date. If there was a witness to the statement they should also sign the papers.”

When child abuse is disclosed to, alleged to or suspected by any staff member, the nominated person (Mr Gardner) should be informed immediately (deputy nominated person is Mr Valencia).

(iii) GUIDANCE FOR STAFF

“A child who alleges that abuse has taken place MUST be listened to. Respect the child’s point of view. Do not over-question, but listen and offer support. Be honest about your responsibility and explain what your course of action must be. Don’t make false promises. A written record must be kept of all action taken. The child should not be questioned further.”

(iv) PROCEDURES IN THE EVENT OF ALLEGATIONS ABOUT STAFF MEMBERS

“All staff have a professional and moral duty to report abusive or potentially abusive behaviour – the welfare and safety of children must take precedence over peer and professional loyalty.”

“If an allegation concerning physical or sexual abuse is made about a teacher or non-teaching member of staff, from any source, it should be reported to the Head Teacher immediately. If the allegation is about the Head Teacher the member of staff who has received the information should immediately report it to Linda King, Assistant Director of Inclusion, SEN and Entitlement at Southend Borough Council, who will then contact the Chairman of Governors, and Social Care.”

(v) AVOIDING POTENTIALLY DAMAGING SITUATIONS

- Reassure the child
- Avoid confrontation – particularly if there’s a possibility of it becoming physical
- Avoid haranguing / shouting at / standing over a pupil in a threatening manner
- Don’t stand in front of a door to prevent a child leaving (unless the child is *at risk* by leaving)
- Avoid other similar potentially difficult situations (eg putting an arm out in the corridor if there’s a likelihood that a child will run into it)

(Staff in a school are in a position of trust, and need therefore to maintain a solely professional relationship with all pupils – including those over 16 and over 18 – at that school)

AMG/MEV
Updated Sept 08

Copies of
Protecting Children in Southend *and* Child Protection Procedures and Guidance
*are available in the **Staff Resource Area.***
*Additional copies are held by **RMB and AMG.***