



Support Staff

NAILSEA SCHOOL APPLICANT INFORMATION PACK



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Welcome Letter

Dear Candidate,

Thank you for your interest in working at Nailsea School.

We are seeking to recruit an outstanding and motivated member of staff to help us on our continued journey of improvement.

At Nailsea, we strive to inspire and support every member of our community to achieve excellence through a love of learning, and a desire to succeed. We challenge ourselves to continually improve and understand that endeavour and effort are central to meeting the highest of expectations. We are committed to creating a happy, purposeful and secure environment, which provides the opportunity for all to develop and grow; to build confidence and self-belief; and to be enriched and stimulated so that we can all contribute significantly and positively to the Nailsea community and beyond.

The school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach or work with and there is a very positive feeling and ethos in the school, which I am determined to maintain. Our vision for Nailsea is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

I am extremely ambitious for the school and its students and require staff who share this ambition. This is undoubtedly an exciting time to join Nailsea School.

I very much hope that you will decide to apply and I look forward to meeting you.

Yours sincerely

Mrs D. Elliott
Headteacher



About Us

Our School

Nailsea School is a mixed secondary school and sixth form. Situated less than 10 miles from Bristol it enjoys the benefits of a small town whilst being on the doorstep of one of the U.K.'s most prosperous, vibrant and creative cities. Nailsea School is a community that demonstrates a common purpose - to ensure the very best for each and everyone of their students.

At Nailsea School all students are valued and each individual is encouraged to be the best version of themselves: to **Aspire, Believe and Succeed.**

The Whole Child

The change from childhood to adulthood can be challenging and we believe that confidence, happiness and strong communication skills form the foundations for success. Our in-school pastoral team advise and nurture the whole child, offering support with social skills, peer problems, anxiety, home or academic issues. Experts in safeguarding, counselling and mentoring work alongside our Heads of House and tutors to support students well-being.

The House structure's vertical tutor groups integrate year groups and encourages peer to peer learning and support. This leads to strong friendships, confident relationships between groups and a comfortable family base from which students thrive. Feedback from a dynamic student voice programme connecting the whole school, reveals students to be happy and flourishing.

We are proud of the behaviour of our students and visitors often remark on the studious, calm atmosphere within the school. Staff and students work together to ensure the effectiveness of rules and behaviour policies around the school create a fair and safe environment for all, with a focus on effort as well as achievement.

A Place for Everyone

Understanding that each child is different, Nailsea School has developed a range of inclusive ways to meet individual needs including a specialist learning centre within the school for students with specific educational needs and disabilities. The Hub is a place where children access a reduced mainstream timetable to improve literacy, numeracy and social skills. The low stress setting of The Hub, within the centre of the school, provides a nurturing environment through Key Stage 3 and Key Stage 4, and children using this area are encouraged to join in with mainstream life.

Teachers at Nailsea are skilled in adopting and responding to the learning needs of all students and there is also extra support in the form of dedicated Teaching and Learning Support Assistants within lessons for those who experience specific learning difficulties.

Our Facilities

Nailsea School was re-built in 2009 and the space speaks for itself; designed with students in mind, its free-flowing structure makes navigation easy and there is a sense of calm learning throughout the school. As well as benefiting from excellent sporting facilities, including an all-weather pitch, fantastic creative arts facilities with music, TV and art studios, and technology throughout the school, it has excellent ecological credentials. Students can visit the DEN area (Developing Engagement with Nature) where forest school principles are taught. Green technology has been developed throughout the school, the main heating source is through a biomass boiler, we have sensory lighting and use solar panels to heat our water and provide electricity for external lighting. Even the toilets use recycled greywater. Our carbon footprint is improving year on year and we recycle throughout the school.



Job Application Form - Guidance Notes

The following information is designed to assist you in your application for this job, please read it carefully.

The Application Form and Short-Listing Procedure

Applications should be typewritten or completed legibly in black ink to allow for photocopying, separate sheets maybe included. Please do not send in your C.V. In the interests of fairness, all applications must be made on the Nailsea School's application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

Job Description

Every advertised post has a job description. The job description outlines the main duties of the job out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we require. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined.

Equality of Opportunity for People with Disabilities

Nailsea School is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all paid roles within school that will involve working regularly in school when children are on site. All such positions within Schools will be subject to an enhanced-level Disclosure and Barring Service (DBS) disclosure check and a DBS Barred List check. Certain spent convictions are filtered (that is, not disclosed). For further information on filtered convictions, see the GOV.UK website.

Employment of Ex-Offenders

Nailsea School is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children.

People with criminal records applying for positions (paid or unpaid) with the School should be treated according to their merits and to the nature or special criteria of the position (e.g. access to children or responsibility for budgets).

The School will ensure that they observe the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued by the school that a Disclosure will be requested in the event of the individual being provisionally offered the position.



Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the Schools policy to ask applicants questions about 'unfiltered' criminal records and whether they have been barred from working with children whenever they will be undertaking 'regulated activity' or working regularly in school with access to children. When invited for interview applicants will be required to provide this information through the completion of a self-disclosure of criminal record. Where a conditional offer is made the applicant will be required to complete a DBS Disclosure Application. Where the applicant is applying for a position involving 'regulated activity' they will also be required to declare whether they have been listed on any Disclosure and Barring Service list of people considered unsuitable to work with children. In addition where the applicant is applying to work with children under the age of 8 years old they may also be required to disclose whether they are subject to a Disqualification Order prohibiting them from undertaking such work.

Having an 'unfiltered' criminal record in itself will not necessarily prevent a person from being appointed unless the offence statutorily debar the person or renders the person unsuitable to work with children. If an applicant reveals an 'unfiltered' criminal record and/or other information which could render the applicant potentially unsuitable then the Headteacher will arrange to discuss the disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of the employment/non-employment arrangement.

Completing Your Application Form

Job title

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

Employment History/Experience

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

Education and Training

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.



Additional Information

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

References

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is the schools policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, do not forget to sign and date your application form. If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

Preventing Illegal Working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:-

- if you have an ongoing right to work in the UK - the original document(s) detailed in List A;
- OR if your leave to enter or remain in the UK is time-limited - the original document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out when the time-limited leave to remain in the UK is due to expire. Records will be kept of the date on which a right to work check was conducted.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.

European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria* Hungary*# Norway

Belgium* Iceland Poland*#

Bulgaria*# Ireland* Portugal*

Cyprus* Italy* Romania*#

Czech Republic*# Latvia*# Slovakia*#



Denmark* Liechtenstein Slovenia*#

Estonia*# Lithuania*# Spain*

Finland* Luxembourg* Sweden*

France* Malta* United Kingdom*

Germany* Netherlands*

Greece*

* Those marked are also members of the European Union.

Those marked are free to come and work in the UK but will need to register with the Home Office's Workers Registration Scheme; a copy of your registration certificate will be retained by us.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

LIST A – Original Documents to Provide - (if you have an ongoing right to work in the UK)

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.



11. A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

If you provide one of the documents above (List A) there is no need to provide any documents from List B.

LIST B – Original Documents to Provide (if your leave to enter or remain in the UK is time-limited)

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

2. A Biometric Residence Permit issued by the Home Office / UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.

4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.

5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.

7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.