

Recruitment Pack



**Contents**

Letter to Applicants Page 3

School Information Page 4

Vision and Values Page 5

Safeguarding Page 5

Applying for a Post at West Oaks Page 6

Recruitment of Ex-Offenders Page 9



Principal: Andrew Hodkinson

Email: info@westoaksschool.co.uk

www.westoaksschool.co.uk

3rd May 2022

Dear Applicant

**Vacancy at West Oaks**

Thank you for your interest in a post at our school.

I hope you will enjoy reading through our recruitment pack and I look forward to receiving your application. Application forms should be completed in full, and in black ink or typescript, in order that legible copies can be photocopied, CVs will not be accepted.

Completed application forms should be returned by e-mail to Liz Mason at recruitment@westoaksschool.co.uk or alternatively to West Oaks School, Westwood Way, Boston Spa, LS23 6DX marked for the attention of Liz Mason, by the closing date, Monday 23rd May at 12 noon.

Please note that it is our policy not to accept late applications except in exceptional circumstances which are outside of your control. If we have not contacted you within four weeks of the closing date please assume that your application has been unsuccessful. I hope you will appreciate that the decision not to acknowledge unsuccessful applicants has been taken in the interests of cost effectiveness.

If you have a disability and require this information in a different format, please contact Liz Mason, Director of Operations.

I look forward to receiving your application.

Yours faithfully



Andrew Hodkinson

Principal



**INFORMATION ABOUT THE SCHOOL**

***“Excellence for Everyone”***

West Oaks School Is an all-age 2-19 specialist provision catering for pupils with profound and multiple learning difficulties, severe learning difficulties, communication difficulties and those with a diagnosis of autism. The school operates over two locations (three from September 2022). The most established provision is based in Boston Spa, a village on the North East outskirts of Leeds and opened in 1976.

Our second site is based in the inner city Meanwood area of Leeds and is known as Woodhouse Learning. Our Woodhouse site opened in September 2015 and due to demand for our places, we have added a £10 million extension to our site which opened in September 2021. This was completed for the start of the new term, September 2021. New facilities include 3G sports pitch, new rebound facility, life skills flat, science lab and multiple specialist areas.

Our sites, Boston Spa Learning and Woodhouse Learning both embrace the same vision for educating children and young people. West Oaks is proud of its inclusive and innovative practice where every child and young person’s needs are met with no compromise. A place where we strive, alongside parents, carers, and Leeds LA to achieve the very best outcomes for everyone. The learning needs of all our pupils are at the core of our thinking, with a positive culture driving excellence for everyone within our school and college community.

Our learners reflect the wide ethnic and cultural diversity of the city of Leeds.

We design and teach a broad and balanced curriculum, highly differentiated to incorporate the needs, interests and motivations of our pupils. We celebrate individualism at all levels and have a reputation for being ever-responsive to the needs of our pupils. We believe that pupils learn best and enjoy learning when they are actively engaged in practical experiences and are confident in established routines.

Another exciting development is the acquisition of our third site at Headingley Learning which will be operational by September 2022. The Grade II listed building will provide a base for a further 110 West Oaks pupils, Training and Development, Therapeutic support with a strong outdoor and inclusive curriculum.

**Boston Spa Learning**

Boston Spa Learning is set within a small rural location and has been established in the village of Boston Spa, near Wetherby for over 45 years. It is very much a part of the village community and we make good use of the rural setting to enrich our curriculum. We have created real and meaningful work-based experience for our 16+ learners through our WeCanDo Company.

125 pupils are currently on roll at our Boston Spa Learning site. The pupils’ abilities range from very early developmental levels upwards. Pupils are transported from all parts of Leeds and some travel from North Yorkshire making our pupil population rich and culturally diverse.

**Woodhouse Learning**

Woodhouse Learning was established as a response to the growing pressures on high quality special school places in Leeds. The building was funded by the Education Funding Agency. West Oaks was asked to develop the provision from the plan and design stage, to build and then take on the leadership of the site to complement and expand the provision already established at Boston Spa.

Woodhouse Learning is based in the inner-city area of Meanwood, 13 miles from Boston Spa. The building covers 4 levels and is very modern and spacious in design. Pupils are transported from all parts of Leeds making our pupil population rich and culturally diverse. We currently have 240 pupils from Early Years to Key Stage 4 at this site.

A £10 million expansion has just been completed and provides additional accommodation at our Woodhouse Learning site to meet growing need.

**Headingley Learning**

Due to the demand for West Oaks places, we have been asked to expand our provision for a third time by the LA. We have acquired a new site in Headingley on Buckingham Road and as the site is only ½ a mile from our Woodhouse Learning campus, it complements our inner-city provision perfectly. Building work has commenced on our next £10 million project, with a completion date of Summer 2022.

Headingley learning will provide another 110 places at KS2-KS5 and once fully occupied we will provide 500 specialist places across the city, delivered by 250 high quality staff members.

**Vision and Values**

We pride ourselves on our educational philosophy knowing that whatever we do it is always children first and we strive for excellence for everyone within our school community.

**Safeguarding**

We are committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formerly Criminal Records Bureau Disclosure).



**GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

**You are advised to read the following notes carefully as, unless other preselection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application form will be treated as confidential.**

**EXAMINE THE INFORMATION PACK**

All information packs contain, Application Form, Job Description and Person

Specification, further information about the school, Equal Opportunities Policy Statement, Procedures in Relation to the Protection of Children: Disclosure of Criminal Background (if applicable) Requirements of the Asylum and Immigration Act 1996.

**EQUAL OPPORTUNITIES**

The school is committed to offering equality of opportunity in employment regardless of race, sex, marital status, sexual orientation, disability or age. To monitor effectiveness of Equal Opportunities policies we need to monitor the numbers of applications by sex, race and disability. You are therefore requested to provide this information on the Application Form.

**DISABLED APPLICANTS**

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post. You are asked to indicate in the `Additional Information’ section of the Application Form whether your disability prevents you from undertaking any of the duties of the post and why. If you have difficulty completing the Application Form you may alternatively submit a CV. However, this should still follow the same format as the Application Form. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the `Additional Information’ section of the Application Form any arrangements which may need to be made in order for you to attend an interview.

**CANVASSING**

You must not canvass members of the school’s Governing Body which includes Elected Members of the Council. This means you must not seek their support or attempt to ask them to influence the decision – if you do, you will be disqualified.



**CRIMINAL CONVICTIONS**

Under the terms of the Rehabilitation of Offenders Act 1974, all schools posts are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

**RIGHT TO WORK IN THE UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. Applicants will be expected to provide proof at interview stage of their eligibility to work in the UK.

**PRESENTATION**

* Use a **black pen** or type your Application Form.
* Check the spelling and that you have answered every question.
* Remember to sign the Application Form to declare that the information you have provided is accurate.
* Always keep a copy of the Application Form for reference.
* Ensure that you send the form to the correct address.
* Ensure that your Application Form arrives before the closing date, it is not the school’s policy to accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format, or who have difficulty in completing an Application Form).

**COMPLETING THE APPLICATION FORM**

* **General**. Ensure that you read the application form fully before you write anything. Write out your application form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.
* **Employment Experience**. Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.
* **Qualifications.** Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful you will be required to provide verification of these qualifications. Make sure you include any NVQ’s which you are working towards or have obtained if you are applying for a non-teaching post.



* **References.** If you object to your references being sought at this stage you may indicate this on the application form.
* **CV’s WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard application form.

**INFORMATION IN SUPPORT OF APPLICATION**

* Please read the Job Description and Person Specification carefully, so you understand what the position involves.
* Ask yourself why you are interested in the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
* Do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence you possess them.
* Be as concise as possible, any additional information included should relate specifically to the post applied for.
* You may attach additional information in support of your application **(please ensure you clearly write your name and the job you are applying for on each additional sheet you submit)** but **IN NO CIRCUMSTANCES SHOULD THIS EXCEED TWO SIDES OF A4 PAPER.** This restriction does not apply to those applicants who declare a disability and, provide additional information, in order that consideration may be given to a reasonable adjustment.
* **Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form.** You must therefore, give evidence which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
* Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
* Above all, gear your application to this specific job.
* Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.



**Recruitment of Ex-Offenders Policy**

**1. Introduction**

The [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

**2. Further information about conviction information**

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

* in addition, employers will no longer be able to take an individual’s old and minor cautions and convictions into account when making decisions
* all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
* applicants can be directed to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](https://www.gov.uk/government/collections/dbs-filtering-guidance) which are now ‘protected’ so not subject to disclosure to employers

**3. Policy**

* as an employer assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), West Oaks SEN Specialist School and College complies fully with the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly
* West Oaks SEN Specialist School and College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
* West Oaks SEN Specialist School and College can only ask an individual to provide details of convictions and cautions that West Oaks SEN Specialist School and College are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
* West Oaks SEN Specialist School and College can only ask an individual about convictions and cautions that are not protected
* West Oaks SEN Specialist School and College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background



* West Oaks SEN Specialist School and College has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
* West Oaks SEN Specialist School and College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
* West Oaks SEN Specialist School and College select all candidates for interview based on their skills, qualifications and experience
* an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
* West Oaks SEN Specialist School and College ensures that all those in the school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
* West Oaks SEN Specialist School and College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
* at interview, or in a separate discussion, West Oaks SEN Specialist School and College ensures 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
* West Oaks SEN Specialist School and College makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request
* West Oaks SEN Specialist School and College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**BOSTON SPA LEARNING** - Westwood Way, Boston Spa, Leeds, LS23 6DX **Tel:** 01937 844772

**WOODHOUSE LEARNING** - Crowther Place, Leeds, LS6 2ST **Tel:** 0113 3235871

Don’t forget to look at our website [www.westoaksschool.co.uk](http://www.westoaksschool.co.uk) or follow us on Twitter @westoaksleeds