

# THE WARWICKSHIRE ACADEMY

## Recruitment Booklet Information For Applicants



## **The Warwickshire Academy**

### **Preparing young people for full and enriched lives**

The Warwickshire Academy is a school for students with Social, Emotional and Mental Health needs and is situated in Warwickshire with close links to Coventry, the M6 and the surrounding areas of Ash Green, Bedworth and Nuneaton.

The school was redeveloped in 2022 and officially opened on the 7th March 2022 to our first cohort of year 5, 6 and 7 students. The school benefits from exemplary teaching spaces, designed to meet the needs of our learners as well as specialist rooms for Food Technology, Art, Science and D&T.

The Warwickshire Academy is more than a school, it is a community; bringing together children, their families and carers and dedicated staff to offer life-changing opportunities for young people that have social, emotional, and mental health needs. These outstanding children deserve the very best and we are unwavering in our determination to offer them this.

We are always aspirational about pupils' continual success, progress, and achievement. We encourage all pupils to think big and accept no restriction on what is possible for them. Students benefit from highly individualised timetables which are designed to help them both achieve and attain and to offer them the best opportunities in further education and/or employment in the future.

To find out more about The Warwickshire Academy visit [www.wa.thrive.ac](http://www.wa.thrive.ac)

## Welcome from the Headteacher

I am delighted to welcome you to The Warwickshire Academy.

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We love having visitors and would welcome you to enjoy The Warwickshire Academy experience for yourself.



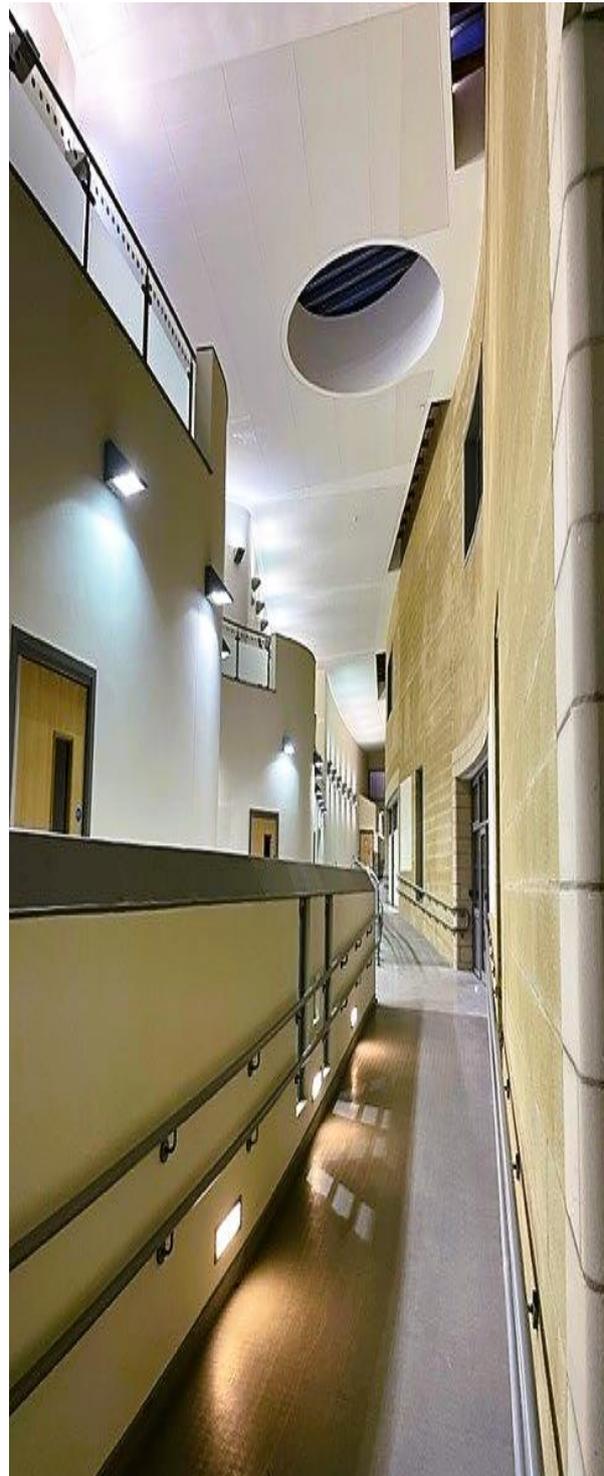
Mr P Hostead  
Headteacher

## Our Staff

The Warwickshire Academy aim to recruit outstanding people. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

### We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that this can be a demanding job and react positively to those demands;
- will subscribe to the ethos of the school and 'go the extra mile' in terms of time and commitment to get the very best from our students;
- take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive relationships;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.



This may be your first contact with The Warwickshire Academy and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post and work for the school.

## Vision & Values

Our Mission statement is: *Preparing young people for full and enriched lives*

### We wish to see:

Happy Students who progress well and go on to thrive into adulthood as well-rounded citizens.

Passionate Staff who inspire students with excellent teaching and support. A united learning community committed to a clear common vision.



### Values

- High Aspirations for all.
- Committed to Best Practice, working collaboratively, learning from mistakes.
- Focussed on the Individual.
- Inclusive, leaving no one behind.
- Committed to Shared Values
- A fair, Supportive Employer, enabling everyone to learn and develop.
- Celebrating Success, having pride in all that we do.
- Broad education, giving opportunity for human flourishing.
- Working closely with all Stakeholders.
- Connected with the Community, encouraging social responsibility.

### Aims

- To challenge and inspire our children and young people
- To create a safe and happy learning environment
- To create a fun learning experience
- To promote independence
- To ensure high standards in everything we do
- To develop learners ready for adult life
- To integrate with the wider community
- To promote a healthy body and mind
- To work in partnership with others

## Our Ethos

Our ethos should be evident in:

- The content of our curriculum. We offer a broad and balanced curriculum that encourages all students to experience the widest opportunities possible
- The respect for democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- The understanding and appreciation of the range of different cultures within school and further afield;
- The opportunities students have to develop their cultural capital is supported and encouraged for all;
- The way we encourage and lead young people into asking the deeper and harder questions about self and our place within the wider world;
- The way we regard education as formation rather than function;
- We as a school community demonstrate unwavering regard for all
- Young people are supported in all areas of their need to develop into adults that can flourish



## Person Specification – Teaching Staff

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful teaching experience</li> <li>• Experience of working with young people that have Social, Emotional or Mental Health difficulties</li> <li>• A broader understanding of SEN</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Where appropriate to the role, experience of delivering GCSE and/or A-Level</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• High levels of resilience</li> </ul>

## Person Specification – Non-Teaching Staff

Please see the advert for role-specific Person Specifications

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>• Experience of working with young people that have Social, Emotional or Mental Health difficulties</li> <li>• A broader understanding of SEN</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Understanding of roles and responsibilities within the whole school context</li> </ul>
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## How to Apply

If you would like to know more about a vacancy, or about The School itself, please don't hesitate to get in touch. We would love to give you a tour or to put you in touch with the SLT who will be more than happy to give you a call to discuss the role.

If you decide to apply, please complete an application form and include a letter of no more than two sides of A4 in which you give your reasons for applying for the post, addressing information you have read in this pack, and particularly the person specification, and outline any relevant experience and personal qualities you would bring to The Warwickshire Academy.

The application form can be found on our website [www.wa.thrive.ac](http://www.wa.thrive.ac) by following the vacancies links. Please do not send a general letter; we are looking for someone prepared to respond to us as an individual school. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Please direct any enquiries or applications by email to:  
[vacancies@wa.thrive.ac](mailto:vacancies@wa.thrive.ac)



## Teaching Assistant Level 2 Vacancy

**Hours: 34.5 Hours Per Week, Term Time Only**

**Salary range £19,650.00 - £20,852.00 term time only pro rota.**

The Warwickshire Academy, part of the Thrive Education Partnership, is our brand new, co-educational SEMH provision in Warwickshire. The school will build to a capacity of 80 young people. The school will educate children from Year 5 to Year 14 (KS2-5) who have Social, Emotional and Mental Health (SEMH) challenges, children with ASC and additional challenging and complex behaviours.

The academy offers state-of-the-art learning resources and well-equipped environments. The school is housed in a purpose-built property with great facilities, which will include a full-size hall, MUGA, and specialist classrooms for science, food technology, DT and art.

Pupils will be supported in small class sizes (maximum of 8), by well qualified and experienced staff who are able to offer an extensive range of academic, practical, vocational, sport and leisure activities, to support both a young person's educational achievements and social and communication skills.

For children with complex, challenging needs, the level of care and education must go above and beyond. That's what drives us, here at The Warwickshire Academy. In short, we are enhancing life opportunities of our young people.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Application forms and details can be obtained via the Thrive Education website [www.thrive.ac/vacancies](http://www.thrive.ac/vacancies)

Completed forms should be sent by email to [vacancies@wa.thrive.ac](mailto:vacancies@wa.thrive.ac)

Closing date: Sunday 22<sup>nd</sup> May 2022

To discuss this vacancy please contact Office Manager, Katrina Jones on 024 77 102 100.

The Warwickshire Academy is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.



## **Privacy Notice for Job Applications**

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

Successful candidates should refer to our privacy notice for staff for information

### **Who Collects this Information**

about how their personal data is stored and collected.

Thrive Education Partnership is a "data controller." This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your

### **Data Protection Principles**

information and the procedures we take to protect your personal data.

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date

## **Categories of Information We Collect, Process, Hold and Share**

- of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Your racial or ethnic origin, sex, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance

## **How We Collect this Information**

from references provided by you.

We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you;

## **How We Use Your Information**

- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

## How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as "special category data") require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving

## Criminal Convictions

your consent.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We

will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in

## Sharing Data

the course of working for us.

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- DBS; and
- Recruitment and supply agencies.
- Within the Trust in order to meet our legal obligations for sharing data with it;
- other schools within the Trust.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

## Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy/Schedule. This can be found on our website

## Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our Data Protection Policy.

You can find further details of our security procedures within our Data Breach

## Your Rights of Access, Correction, Erasure and Restriction

Procedures, which can be found on our website.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact Trust Business Manager in writing.

We may need to request specific information from you to help us confirm your identity

## Right to Withdraw Consent

and ensure your right to access the information (or to exercise any of your other rights).

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Trust Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

We hope that the Trust Business Manager (Data Champion) can resolve any query you raise about our use of your information in the first instance.

## How to Raise a Concern

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Judicium, then you can contact the DPO on the details below:

The Data Champion for the Trust is responsible for overseeing this procedure and, as applicable, developing related policies and privacy guidelines. The Data Champion within the Trust is Zoe Allcott [z.allcott@thrive.ac](mailto:z.allcott@thrive.ac)

Please contact the Data Champion or our DPO, with any questions about the operation of this procedure or if you have any concerns that this procedure is not being, or has not been, followed. In particular, you must always contact the DPO in the following circumstances:

The Data protection officer for the Trust is as follows:  
 Data Protection Officer: Judicium Consulting Limited  
 Address: 72 Cannon Street, London, EC4N 6AE  
 Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
 Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)  
 Telephone: 0203 326 9174  
 Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.