



CHARLTON SCHOOL

Building Knowledge • Developing Character • Inspiring Futures



Support Staff Application Pack



Principal: Mr McNaughton

Apley Avenue, Wellington, Telford, TF1 3FA
Telephone 01952 951409
or visit our website at www.charlton.uk.com

“Building Knowledge. Developing Character. Inspiring Futures”

Charlton is an 11-16 comprehensive school, well established in the heart of its local community. We are a truly comprehensive school, admitting children from over 20 primary schools, with students' prior attainment at KS2 broadly in line with National Average, with a slight bias towards higher ability range.

At Charlton we take pride in students' progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals' needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes.

Partnership with our local primary schools focuses on building on primary experiences and strengths, to ensure a continuous learning journey for all. Our students leave us having attained high standards, whilst emphasising their personal development.

Partnership with our families and the wider community is really important to us, so that care, guidance and support systems are good and ensure that students who join the school at any stage are well supported.

Charlton's Vision

Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

Charlton's Values

At Charlton our ethos is built upon our three core values:

- Respect
- Responsibility
- Resilience

We expect all members of the Charlton community to exhibit these values at all times.

We are tremendously proud of our new school building. It provides first rate facilities, purpose-built for the 21st century. Our new build school opened in June 2016 and was the last school in the country to be completed under the Building Schools for the Future scheme.

Additional investment in state-of-the-art ICT, Sports, Expressive Arts, Science and Technology, have been a great boost to students' already rich curriculum of Foreign Languages, Humanities, English and Maths. We firmly believe that the new facilities will further strengthen our high performance across the school.

The school joined the Learning Communities Trust as an academy in December 2018. This is a multi-academy trust set up to serve the needs of the students in the Wellington and Hadley areas of Telford. This is an exciting development for the school, and we are already seeing the benefits of collaborating with other schools.

Following a recent Ofsted inspection (May 2023), the school has been judged to be good overall and good in all the separate judgement areas. We are delighted with the outcome, and that the dedication and hard work of our students and staff has been rightly recognised.

The curriculum is organised into nine curriculum areas with colleagues working collaboratively to support the complete learning experience. We currently implement a two-year KS3 programme, followed by a three-year KS4 where students make their option choices at the end of Year 8 in most areas.

Within curriculum areas, our teams consider the views of learners using student self-evaluation as part of their assessment procedures. This gives learners the opportunity for reflection and to improve good practice. Students are encouraged to share their views and opinions and play a key role in shaping the future of our school. Students take tremendous pride in what they do and have a sense of loyalty with good relationships with staff.

As a school we have a wide range of extra-curricular activities supported through our partnership work with many outside agencies. This, linked with our work to promote community cohesion, provides our young people with every opportunity to meet their potential.

Students are guided via a strong pastoral system, with experienced staff who support our effective learning environment. All students have form tutors who serve as academic mentors to track progress. Pastoral Managers offer further support and where required access external agencies and family support.

We aim to keep learning at the heart of all we do, recognising the strengths of collaboration and sharing best practice. We are a true learning school where every individual has the opportunity to develop, maximising their full potential.

We look forward to welcoming you into our school community.

Mr Andrew McNaughton
Principal

Job Description Examination Invigilator	
Job Title:	Examination Invigilator
Hours and Weeks	Casual
Grade and Salary:	Fixed point 3
Responsible To:	Exams Office

1. Purpose

The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

2. Main Duties and Responsibilities

- To supervise candidates' entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To return completed exam papers, exam scripts and exam stationery to a secure area at the end of an examination

The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator, and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process". Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination beforehand, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Head of the Centre if they have any concerns about the exam process.

Invigilator: access arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.

The role of invigilator can be combined with the role of prompter, reader and/or scribe. Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier
- A practical assistant
- A reader/computer reader
- A sign language interpreter
- Scribe/speech recognition technology

Criteria	Standard
	<ul style="list-style-type: none">• Experience of working within a school would be desirable.• Experience of the educational system would be desirable.• Experience of working with young people would be desirable.
	<ul style="list-style-type: none">• Good literacy / numeracy skills.• Familiar with the JCQ instructions for conducting examinations would be desirable.• Good general level of education.
	<ul style="list-style-type: none">• Articulate, with good comprehension skills.• The ability to work constructively as part of a team.• Strong inter-personal skills.• The ability to relate well to children and adults.
	<ul style="list-style-type: none">• Innovative with an abundance of common sense.• Confident and authoritative.• Organised and efficient.• Reliable and punctual.• Polite and friendly with a flexible approach to work.• Calm and professional.• Good standard of English and spoken voice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable, essential, and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An Enhanced DBS check will be carried out for all employees and volunteers.

We are a no smoking site.



ACADEMY APPLICATION FORM

Completing the Application Form

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try to make sure that everyone applying for a job with this school has a fair chance. Completing an application form is the first stage in the recruitment process that may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training, which shows that you meet the requirements of the job for which you are applying. Include non-work activities that are relevant.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form
- If you attach additional sheets to your application form, make sure you put your name and the title and location of the post for which you are applying at the top of each page.
- We ask everyone to complete an application form so please do not send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form.

Jobs Working with Children

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks in line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

Please read this information carefully, detach and keep these notes.

- The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- We will also take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.

- You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
- You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
- You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.

Criminal Record Checks

- This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
- A caution or conviction will not necessarily prevent you from applying for the post. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- You will be required to complete a self-declaration form in relation to any criminal convictions if you are shortlisted for the post and invited to interview. This must be submitted prior to the interview, failure to do so could result in the offer of an interview being withdrawn.
- At interview, or in a separate discussion, we will ensure 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.
- Prior to any offer of employment being made you will be required to complete a Disclosure Application Form. Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. They will also send a notification via the online DBS system to Telford & Wrekin Council and the school to confirm whether this check is clear or not. You will still be required to bring in your original certificate to the school for verification.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

For disclosure information and services please visit the DBS homepage on their web site www.homeoffice.gov.uk/dbs.

If you do take up employment it is necessary for you to inform the Headteacher of any cautions, bind overs or convictions you sustain during the subsequent course of your employment.

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE BARRED FROM WORKING WITH CHILDREN.

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018)

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful and subsequently appointed this information will be used for the purpose of:

- contractual obligations as an employer
- to keep you informed on matters relating to your employment
- detection and prevention of fraud and over payments from the public purse
- completion of statutory returns
- improving the management of its workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of protected characteristics to support compliance with the Equality Act 2010
- supporting the work of the School Teachers' Review Body, if you are a teacher

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with us, we will retain this information for the period of your employment and following 6 years following the end of your employment. If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

We will not share any Personal Identifiable Information collected with external organisations unless, excluding our HR & payroll Provider or unless required to do so by law.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunity Monitoring

To ensure we meet our commitments in relation to Equal Opportunities we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school directly.

Whatever the outcome of your application, thank you for the interest you have shown in working us.



EMPLOYMENT APPLICATION FORM FOR ALL STAFF

Please complete the relevant parts of this form

Job Title: Teaching Assistant Closing Date: 22nd October 2024 Vacancy Number:	Application to be returned to: Charlton School, Apley Avenue, Wellington, TF1 3FA or alternatively email it to: rachel.proctor1@lct.education
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1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No. Email Address
Correspondence Address	If this post is available for job share, do you wish to be considered on this basis?	
Postcode		
Teaching posts only. Teacher Reference No:		

2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address: Tel. No. May we contact you on this number?	Date appointed: Date left (if applicable): Reason for leaving:
Present wage/salary £ Please specify type and value of any allowance included in the above	Notice required/date available for employment

4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

6. SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

*Please indicate if this is a work or personal referee.

1. Name Address Tel. No. Email: Occupation Work/Personal*	2. Name Address Tel. No. Email: Occupation Work/Personal*
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7. OTHER INFORMATION

Are you, to your knowledge, related to any employees or member of the schools Governing Body or Trustees?

If yes, please give details:

Name	Relationship
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Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

8. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant

Date

For office use only

Reason for not shortlisting:

Reason for not appointing:

IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES PLEASE COMPLETE THE FORM OVERLEAF

EQUAL OPPORTUNITIES MONITORING FORM

In order to measure the effectiveness of our commitment to Equal Opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:.....**Job Reference:**.....

Full names (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

.....

What is your date of birth? __ / __ / ____ **What is your gender?** Male Female

Do you have any long-standing illness or disability that limits your daily activity?

Yes No Rather not say

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes No Rather not say

Do you belong to any particular religion or hold particular beliefs?

Christian Hindu Muslim Sikh Other (please state) No religion

Rather not say

What is your ethnicity (please tick ✓)?

White		Mixed/multiple ethnic groups		Asian/Asian British		Black/African/ Caribbean/Black British		Other ethnic group	
English/Welsh/Scottish/Northern Irish/British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/African/ Caribbean/ Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation? Straight/heterosexual Lesbian/Gay Bi-sexual Rather not say

Would you describe yourself as trans-gender? Yes No Rather not say

Are you an agency worker? Yes No

Are you currently employed by Telford & Wrekin Council? Yes No

If YES please enter your employee number.....

How did you find out about this vacancy?.....