

Dear Sir/Madam

Please find enclosed an employment information pack as requested.

Please ensure that you complete the application form fully as any incomplete / unsatisfactory applications will not be considered for short listing. In particular you are advised to ensure that any gaps in previous employment are fully explained. In completing the Personal / Additional Information Statement you are advised to refer to the Person Specification enclosed within the pack.

In this pack you will find a:

- Company Statement
- Safeguarding Statement
- Person Specification and Job Description
- Self-disclosure form.
- An outline of the selection process.
- An Application form.

Please ensure that you read and complete each of the documents and return promptly to Inspire Childrens Services at the above address.

Alternatively, you may wish to email your documents to [vickymorris@inspirecs.org](mailto:vickymorris@inspirecs.org) or [pennyhenry@inspirecs.org](mailto:pennyhenry@inspirecs.org)

Yours Faithfully

**Penny Henry**  
**HR / Office Manager**

## **Company Statement**

Founded in 2009, Inspire has quickly established itself as a quality provider of specialist residential care, education and support for young people with complex needs. We operate throughout the North-West of England, working in partnership with local authorities and other professionals; we provide flexible care and education packages to facilitate the support of young people and their families in a dignified and respectful manner, which is the cornerstone of our service delivery. Our single and dual placement homes are OFSTED approved and provide a warm, comfortable and stable family orientated environment essential for young people aged 8-18 years. Our Independent School is registered with the Department for Education and Ofsted, and offers tailored learning packages for children with complex educational needs. Our homes and school are staffed with experienced social care professionals and teachers, all equipped with the skills necessary to ensure that young people can flourish in our care.

### **Our Principles:**

- The welfare of any young person is paramount;
- We contribute to young people's care, learning, development and safeguarding and this is reflected in every aspect of our practice and service provision;
- Staff will work with parents and families who are partners in the care, learning, development and safeguarding of their children, recognising they are often a young person's first and most enduring carers and educators.

### **Our Values:**

- We prioritise the welfare of the young person as paramount;
- Individuality, diversity and difference are valued and celebrated and permeate our entire service provision;
- Diversity, Equality of opportunity and anti-discriminatory practice are actively promoted within all aspects of the organisation's practice;
- We actively promote the health and well-being of each young person;
- At Inspire young people have their personal and physical safety safeguarded, whilst allowing for risk and challenge as appropriate to the capabilities of the individual;
- Self-esteem and resilience are recognised as essential to every young person's development;
- Confidentiality and agreements about confidential information are respected as appropriate unless a young person's protection and well-being are at stake;
- Professional knowledge, skills and values are shared appropriately at Inspire in order to enrich the experience of the individual more widely;
- Best practice requires a continuous search for improvement and self-awareness of how our staff are perceived by others;
- We operate a "Culture of Awareness" which recognises that young people are potentially subject to exploitation by adults who wish to use social care as an access point to vulnerable young people.
- We value our staff and ensure we invest in their training and developmental needs to ensure that they deliver the best possible service to young people in our care.

## Safeguarding Statement

“The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...” (‘Recruiting Safely – Safer Recruitment Guidance helping to Keep Children & Young People Safe’ CWDC 2009).

In conjunction with this statement, Inspire Training & Education Services is continuously and proactively vigilant in deterring any individual with insidious intentions, seeking work with vulnerable children and young people in our care. We have embedded a ‘culture of awareness’ within our policies, procedures, systems and practices which promotes high level vigilance towards those who seek to abuse and exploit children and young people. This process begins from the outset through our recruitment process and stresses the Organisations explicit approach to safeguarding children through our ‘safer recruitment’ process.

Whilst ‘safeguarding’ is a key element within the Safe Recruitment process, the issue is prevalent throughout every aspect of our services and is embedded within the following Procedures and Policies.

**Whistleblowing Policy.** From the outset, we ensure that all staff are fully committed to raising concerns about fellow colleagues if they have any concerns about their behaviour - including suspicious behaviour towards a child / young person that could be deemed abusive.

**Safeguarding Policy.** The Senior Management team have extensive experience as Practitioners in Child Protection and Safeguarding Children. The Safeguarding Policy covers a wide range of factors about child abuse, the behaviour patterns of abusers, and robust procedures for reporting suspected child abuse to the relevant authorities including the Police.

**Equality & Diversity Policy.** Equality Diversity Policies underline the principle for individuals to be treated with dignity and respect at all times. To this end the right to protection from all forms of intended harm is paramount.

**Internet Policy.** Inspire has robust and rigorous policies to ensure that internet technology is not illicitly usurped for the purposes of abusive behaviour in any form. This includes using technology for downloading illicit, sexualised, violent and abusive information or images.

**Programme of induction and training for staff.** Staff Induction programme underpins the Organisations responsibilities to Safeguard Children and introduces the relevant Policies and Procedures.

**Code of professional conduct for staff.** Staff are provided with details of the Department for Education and Health Care Professions Council (HCPC) which underpins the Governing Bodies principles and values for Education and Social Care Professionals including the embodiment of Safeguarding issues in practice.

**Supervision of newly appointed staff.** All new staff will receive monthly supervision where 'Safeguarding' is a standing item on the agenda.

**A Designated Person for Safeguarding.** Inspire has appointed a 'Designated Officer' who has specific responsibilities for Safeguarding issues including Policy review, Training and Internal Investigations review and monitoring.

**Appropriate arrangements for dealing with allegations of misconduct.** Inspire's Disciplinary Policy is unambiguous concerning action to be taken concerning abusive behaviour towards children. Suspicion of abuse will be immediately reported to the Police and Local Authority, OFSTED and Independent Safeguarding Authority (ISA). In the event of any abusive behaviour being upheld staff will be subject to instant dismissal, criminal conviction and potential registration with the ISA or newly formed Disclosure and Barring Service (DBS).

**A Route into LSCB approved Safeguarding Training.** Safeguarding Training will be subject to recommendations from the Local Safeguarding Children's Board.

In conclusion, Inspire Training & Education Services is absolutely determined to deter and expose those individuals who seek to gain employment as 'carers' as a vehicle to abuse vulnerable young people.

Above all, the protection and safeguarding of children is our paramount concern, and any form of ill treatment towards children will be dealt with severely.

**Paul Keogh**  
**Principal Director**

## Selection Process

Dear Candidate

Thank you for your application for a position with Inspire Training & Education Services. Please note that for all permanent and 'bank' staff posts the selection process comprises of the following elements:

- 1) An appraisal of completed written application against the relevant Job Description & Person Specification. **It is therefore vital that you fully complete all sections of the application form as fully as possible and refer to the Job Description & Person Specification for the post applied for.** Failure to do so could result in your application being rejected from the outset.
- 2) It is also vital you complete the previous work / employment history and explain any gaps in your employment. Failure to complete this section of the application form will result in your application being rejected.
- 3) If you are successfully shortlisted Inspire will take up to 3 references – one of which must be provided by your previous employer. References will be taken up directly by ourselves in a standard proforma.
- 4) Prior to your interview you will be asked to complete a short written exercise which is based upon the relevant Post. This exercise will be assessed and contribute to the overall decision of the panel.
- 5) There is an interview comprising of questions which are relevant to the Post. This will be conducted by a panel of (usually) 2 Senior Staff members. The interview will generally last no more than 45 minutes. **Again it is vital that you prepare for the interview by examining the Job Description & Person Specification as the questions asked will be in relation to the requirements set out in both documents.**
- 6) There are also questions devised by Young People who have / are being looked after by Inspire. This is likely to be in the form of a question or be part of the written exercise.
- 7) For senior posts involving Assistant Principal and Principals a further exercise by way of a Presentation will be required. Details of the presentation will be required in advance of the interview.
- 8) After the interview you will have an opportunity to ask any questions about the post or otherwise.
- 9) The panel will discuss your interview and appraise your written exercise as soon as possible and will refer to their notes to assist them in this process.
- 10) Inspire has registered with the Disclosure & Barring Service and a check will be conducted via this service concerning a search for any previous criminal convictions or cautions that may have been recorded about you. It is important that you declare any convictions or cautions on the Self Disclosure Form when you return your application form. **Failure to declare any previous convictions / cautions will result in your application being rejected.**

- 11) A member of the Panel will endeavour to notify you of the outcome of your interview within 72 hours. Any outcome will be subject however to satisfactory references (if these have not been received) and a satisfactory CRB check.
- 12) The terms and conditions of the post will be sent to you following completion of ALL documentation. Any enquiries concerning the pay, terms of employment and conditions can be obtained from the Office Manager on Tel: 08450 740475
- 13) A contract of employment will be issued prior to commencement of agreed start date. This must be signed – a copy of which will remain on file and a copy to be retained by you.

**Penny Henry**  
**HR & Office Manager**

# INSPIRE TRAINING & EDUCATION SERVICES

## Employment Application

APPLICANT INFORMATION		
Surname	First Name	Date
Street Address		
Town/City	County	Postcode
Phone No	E-mail Address	
Date Available	National Insurance No	Full Driving License?
Position Applied for		
Are you a UK citizen?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If not, do you have a permit to work in the UK?
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Do you know anyone who works for this company	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, who?
Do you have a criminal record?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain
Are there any hours you cannot work? If so, when?		
Do you hold a currently valid enhanced CRB?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Please ensure you complete an <b>Inspire Self-Disclosure form</b> and submit with your application form.		
EDUCATION		
<b>Secondary Education</b>		Address
From	To	Qualifications
<b>College/University</b>		Address
From	To	Qualifications
<b>Other Training</b>		Address
From	To	Qualifications
REFERENCES - PLEASE LIST TWO PROFESSIONAL REFERENCES IF APPLICABLE		
<b>NB: Both references MUST be a professional reference from YOUR CURRENT / MOST RECENT EMPLOYER</b>		
Full Name	Full Name	
Address	Address	
Relationship	Relationship	
Phone No	Phone No	

**CURRENT/MOST RECENT EMPLOYER (CONTINUE ON SEPARATE SHEET IF NECESSARY)**

<b>1) Company:</b>		Phone No	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			

<b>Full dates of employment, including month and year</b>	Reason for Leaving
From: ____/____ To: ____/____	

<b>2) Company:</b>		Phone No	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			

<b>Full dates of employment, including month and year</b>	Reason for Leaving
From: ____/____ To: ____/____	

<b>3) Company:</b>		Phone No	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			

<b>Full dates of employment, including month and year</b>	Reason for Leaving
From: ____/____ To: ____/____	

<b>4) Company:</b>		Phone No	
Address		Supervisor	
Job Title	Starting Salary	£	Final Salary £
Responsibilities			

<b>Full dates of employment, including month and year</b>	Reason for Leaving
From: ____/____ To: ____/____	

**PLEASE CONTINUE ON A SEPARATE SHEET IF YOU HAVE MORE THAN 4 PREVIOUS EMPLOYMENTS**

**ADDITIONAL INFORMATION**

*Anything else to support your application ie relevant experience, past achievements, future aspirations, personal strengths*

**PLEASE CONTINUE ON A SEPARATE SHEET IF REQUIRED**

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau, and subject to the CSCI register being checked. I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

**Please ensure you have completed and signed a self-disclosure form and submit this along with your application form.**

Signature		Date
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## EQUAL OPPORTUNITIES MONITORING

For equal opportunity monitoring purposes only please indicate below your ethnic origin.

White British	
White Irish	
Other White background	
White & Black Caribbean	
White & Black African	
White & Asian	
Other Mixed background	
Asian British	
Indian	
Pakistani	
Bangladeshi	
Vietnamese	
Other Asian background	
Black British	
Caribbean	
African	
Other Black background	
Chinese British	
Chinese	
Other ethnic background (please specify)	

This page will be detached from the Application Form PRIOR to short listing and will be used only for monitoring diversity.

I confirm that I have received and read the following documents:

<b>Document</b>	<b>Signed</b>	<b>Date</b>
Company Statement		
Safeguarding Statement		
Staff Selection Process		

**ADMIN – FOR OFFICE USE ONLY**

Has applicant completed self-disclosure form	Yes / No
Has applicant provided 2 references	Yes / No
Is one reference from most recent employer	Yes / No
Is employment history fully complete and without any gaps	Yes / No
Is National Insurance number provided	Yes / No

**If answered No to any of the above, refer back to applicant before progressing to interview**

Any queries to be addressed at interview stage

1.

2.

3.

4.

5.

## Job Description

**Job Title:** Lead Teacher

**Salary scale:** £30,000.00

**Overall Purpose:** To assume overall responsibility for all aspects of leading the curriculum and promoting teaching and learning in pursuit of high standards at The Parks School

**Responsible to:** Head Teacher, Principal Director – Management & Governing Board

**Reports To:** Head Teacher

### Main job purpose

1. The Lead Teacher shall carry out the duties of the role as set out in this Job Description which has been devised in conjunction with the Person Specification for this position.
2. The Lead Teacher has overall strategic leadership of, and management responsibility for:
  - Strategic leadership and planning of developments
  - Internal organisation
  - Day to day management
  - Control of the school – in accordance with the role, the school policies & procedures, legislation and the Education (Independent School Standards) (England) & Regulations 2014
3. The Lead Teacher, working with the Head Teacher, Principal Director and Management Board will:
  - Develop a strategic view for the school and its community
  - Analyse and plan for its future needs, development and improvement
  - Ensure effective management in the context of School and LA policies
4. Work in partnership with the LA, schools, Academies and other agencies to respond to the needs of children placed in learning centres against agreed targets for outcomes, progression and attendance.

### Main job role

1. Lead and manage the school and its off-site work, including the leadership and management of a diverse teaching and support team;
2. Establish and sustain an effective partnership with the Management Board, Education Consultants & Principal Director and facilitate and support meetings and forums.

### Main responsibilities and duties

1. Lead teaching and learning and promote the acquisition of appropriate qualifications and accreditation by students;
2. Promote improved attendance, re-integration to school and progression to further education and training;
3. Promote socially responsible behaviour;
4. Ensure effective delivery of educational services to each student (some of whom may be home based) against an agreed Educational Plan.
5. Ensure that the performance of the school is effectively measured against transparent targets so that strategic planning is based on reliable data and shared knowledge;
6. Ensure that working in partnership with other professionals is maximised, so that students have their needs addressed by the appropriate involvement of other agencies;
7. Participate in and personally conduct common systems of performance management and appraisal and set performance indicators that will promote continuous improvement against evidenced outcomes;
8. Ensure that conduct or capability proceedings are taken forward in a timely and appropriate manner;
9. Ensure that all activities operate in accordance with statutory obligations and appropriate commissioning, especially where third party agencies are engaged;
10. Have regard to all DFE Statutory Guidance concerning the school and provision for students with medical difficulties and work to ensure compliance with legislation concerning full-time provision;
11. Take part in arrangements for admission to learning centres at both local and county level;
12. Prepare for external inspection (including LA's & Ofsted Inspections);
13. Promote a culture of collaborative working between the school and other learning / educational establishments
14. Promote and safeguard the welfare of children and young people in accordance with the schools safeguarding and child protection policy;
15. Be responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised;
16. Any other reasonable duties commensurate with the nature and grade of the post.

### **Supervision & management**

Provide line management, supervision and support, either in person or through agreed management structures, to all centre staff.

### **Resources**

1. Ensure safe and efficient use of the school and other hired or leased premises;
2. Deploy staff and learning resources effectively, ensuring value for money;
3. Be responsible for a fully delegated budget and for the management of place and place-plus funding.

### **Working Environment**

Predominantly classroom based but with travel to other learning centres, schools and other provisions and to work with other agencies.  
Attendance may be required at a range of locations

### **Contacts & relationships**

The post holder will have daily contact with children and young people, many of whom will have experienced difficulties in conducting themselves appropriately in educational settings. The post holder will need to engage positively with disaffected children and young people and those with significant educational needs and be creative and child-centred in approach.

There will be significant contact with members of teams from Children's Services and other agencies and with other stakeholders, including Lead Teachers and school inclusion leaders.

### **Work Demands**

Conflicting demands and challenging deadlines are a regular feature of the post.  
The school experiences high levels of student mobility; the post holder must be ready to change and adapt planning on a frequent basis.

### **Progression in Post (if applicable)**

Progression will be determined by the Management Board & Principal Director. The post holder will be subject to annual performance management in line with the Appraisal Policy adopted by the School

**Compiled by: Head Teacher /Principal Director / Management Board**

**Reviewed: JUNE 2015**

**Important Note:**

The work of Inspire Training & Education Services is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision. Inspire Training & Education Service requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check. Inspire Training & Education Services operates a culture of awareness policy and all staff will be subject to thorough reference checks.

## Person Specification

### Job Title: Lead Teacher

	Essential	Desirable	Application	Interview	References
<b>Qualifications and training</b>					
Qualified Teacher status		✓	✓		
First degree or equivalent		✓	✓		
Higher degree or equivalent		✓	✓		
NPQH or a willingness to gain NPQH (National Professional Qualification of Headship)		✓	✓		
Evidence of recent participation in relevant personal and professional development	✓		✓		✓
<b>Experience</b>					
Successful leadership and management responsibilities.	✓		✓	✓	
Strategic vision for development of learning environment for students demonstrating a range of needs.	✓		✓	✓	
Experience of having successfully instigated and led whole school initiatives.		✓		✓	✓
Experience of leading, motivating and managing a team through a programme of change	✓				
<b>Knowledge and Skills</b>					
Managing change sensitively including conflict resolution		✓	✓	✓	
An understanding of the role of the agencies within the wider spectrum of Children's Services		✓	✓	✓	
Wide knowledge of teaching and learning strategies and a willingness to accept new and/or innovative ideas	✓		✓	✓	✓
The ability to analyse and interpret assessment data to ensure effective student progress, raise standards and successful student achievement	✓			✓	

	Essential	Desirable	Application	Interview	References
A deep understanding of Assessment for Learning and its implementation in the classroom	✓		✓	✓	
A proven ability to assess teacher performance and promote professional development of others	✓			✓	✓
Have an understanding of a range of special needs, especially ASD, ADHD and SPLD supported by evidence of CPD or, demonstrate a willingness to learn about these important issues	✓		✓	✓	
<b>Leadership and Management</b>					
Ability to exercise strategic financial planning, manage operational budgets and apply principals of best value		✓		✓	
Knowledge of the current and relevant inspection frameworks for PRUs and/or Independent Schools	✓			✓	
Ability to inspire, motivate and support members of staff in a challenging learning environment	✓		✓	✓	✓
Promote high expectations of achievement and outstanding standards of learning for all students.	✓		✓	✓	✓
<b>Relationships, communication and working with others</b>					
To be able to develop and maintain a positive relationship with parents, agencies and other stakeholders.	✓		✓	✓	✓
To be able to communicate well verbally and in writing to a range of stakeholders and other professionals	✓		✓		
<b>Promoting the welfare of children</b>					
Understanding of Child Protection and safeguarding procedures in the context of education of vulnerable students and have clarity on the measures that need to be in place to ensure student safety and well-being.	✓			✓	

**Prepared by: Head Teacher & Principal Director**

**Reviewed: June 2015**

## SELF-DISCLOSURE FORM

Inspire Training & Education Services aims to promote equality of opportunity for all persons and welcomes applications from a wide range of candidates. All applicants are required to complete a Self-disclosure form on application for this job/role.

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within Inspire Children Services\*. This will depend on the circumstances and background to your offence in relation to the position you are applying for. Evaluation of information is based on strict confidentiality and discretion.

If you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.

\*Inspire has a policy on the recruitment of ex-offenders. A copy is available on request.

1. Have you ever been convicted, cautioned or warned of any offence – including motoring offences?

**YES / NO**

If YES, please supply details of any criminal convictions, cautions or warnings, including dates:

You are advised that under the provision of the Rehabilitation of Offenders Act 1975 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions amendment) Order 1986, you should declare all convictions, including “spent” convictions.

...continues overleaf

2. Are you a person known to any Social Services Department as being an actual or potential risk to children or young people?

**YES / NO**

If YES, please supply details:

3. Have you ever had a disciplinary sanction from any employer or other organisation governing body relating to child abuse?

**YES / NO**

If YES, please supply details:

I understand that it is necessary for me to declare any information requested and that the role I have applied for involves access to young people. I hereby give my consent to Inspire Training & Education Services to conduct a Disclosure and Barring (DBS) check if required.

Name	
Date of Birth	
Signature	
Date	

PLEASE RETURN TO:

HR / Office Manager  
 Inspire Training & Education Services  
 Ground Floor  
 121 Church St  
 St Helens  
 Merseyside  
 WA10 1AJ