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| **Message to applicants from the Head, Jane Evans** |

Thank you for applying for this post at Wychwood School and I am delighted that you are considering us as a potential employer. Wychwood is firmly committed to providing the highest possible quality of education and outstanding pastoral care and we do this by maintaining our small size and high staff to pupil ratios. Please look at our website [www.wychwoodschool.org](http://www.wychwoodschool.org) to gain a more detailed idea of what we believe in and hold dear.

Wychwood School is an independent day and boarding school in the heart of Oxford for pupils aged 11 to 18. The school offers full, weekly and occasional boarding.

The school was founded in 1897 as a progressive beacon, teaching academic subjects to enable the pupils to be confident individuals, equipped with the life skills to enable them to flourish. Wychwood is true to its pioneering core and to the values of its founders. Wychwood is a Christian, non-denominational foundation welcoming pupils of all faiths. In 1952, the school became an educational trust administered by trustees and a governing board. Today the school is overseen by a board of directors in a unique partnership between the former trust and a partner.

The highly committed staff here are dedicated to the progress of the school and take pride in the pupils’ achievements. Our aim in recruitment is to find equivalent professionals to join them in this stimulating and rewarding environment.

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Jane Evans

Head

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| **APPLICATION AND RECRUITMENT PROCESS**  **EXPLANATORY NOTES** |

If you would like to apply for this position you will need to complete an application form. Our application form is available on our website [www.wychwoodschool.org/vacancies](http://www.wychwoodschool.org/vacancies) or by contacting our office on 01865 557976

**Application Form**

* Please read all the information provided before completing your application form.
* Please do not submit a CV. Information about all applicants needs to be presented in a consistent format therefore applications will only be accepted from candidates completing the Application Form in full.
* Please complete your form electronically
* Please complete all sections leaving no blanks. Put N/A if not applicable and give as much information as you can.
* Please continue on a separate sheet if you require more space to complete any section.
* Please do not send testimonials, certificates or examples of work etc. unless specifically requested in the Job Pack.

**Guidance for completion of the section “additional experience, interests and skills”**

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you might be able to contribute to Wychwood’s extra-curricular and weekend activities.

**References**

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up prior to interview.

Shortlisted applicants for support posts are advised that references may be taken up prior to interview.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

**Submission of Applications**

Completed application forms should signed and addressed to the Head by midday on the closing date.

Electronic application forms: [d.radnor@wychwoodschool.org](mailto:d.radnor@wychwoodschool.org)

Postal application forms: Office Manager

Wychwood School

74 Banbury Road

Oxford OX2 6JR

Applications received after the closing date may not be considered. All applications will be acknowledged and you will be contacted as soon as possible to let you know whether or not you have been shortlisted.

**NB** The application forms of unsuccessful candidates will be held confidentially and destroyed after one month.

**Interview Process**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

At interview we require evidence of the following:

**Identity** – passport or photocard driving licence together with counterpart licence

**Address** – document from the DBS list (see below)

**Right to work in the UK** – passport, full birth certificate or visa

**Qualifications** – original documents confirming any educational and professional qualifications you refer to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence.

In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed.

**Teaching Posts**

You will be contacted again if you are invited to interview which will include a teaching lesson. The School will contact you about your lesson. You may have a number of interviews, tour the School and meet some colleagues.

**Support Posts**

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, interview with pupils etc.

**Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon the following:

* verification of identity;
* verification of qualifications and professional status;
* a check against the Children’s Barred List;
* a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure; (*see Documents for DBS Check Document*)
* a teaching prohibition check against the Teaching Regulation Agency of the Department for Education prohibition list (teaching staff only);
* a management prohibition check against the Teaching Regulation Agency of the Department for Education Management prohibition list (specific posts only);
* where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance. This may include a criminal record check from their resident country;
* verification of the right to work in the UK;
* receipt of at least two satisfactory references;
* a check for gaps in your employment history;
* An online and open social media check
* satisfactory completion of the probationary period;
* verification of medical fitness – completion of a self-declaration of fitness for employment may be required after an offer has been made.

**Safeguarding**

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding the children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, included those regarded as ‘spent’ must be declared.

The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post (see further notes below).

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

Provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the relevant authority. Preventing unsuitable people from working with children is our top priority. We adhere strictly to the DfE’s KCSIE 2022 guidance, ensuring all appropriate checks and criteria are met.

Staff at Wychwood should not be involved in “extremism”, this being vocal or active in opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.  Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.

**WARNING**

Where a candidate is:

* found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
* found to have provided false information in, or in support of, his application; or
* the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfE’s Children’s Safeguarding Operation Unit.

**Queries**

If you have any queries at all about your application or the recruitment process generally, please contact the office, 01865 557976 or [d.radnor@wychwoodschool.org](mailto:d.radnor@wychwoodschool.org)

Wychwood School is an Equal Opportunities employer.

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| **SHORT APPLICATION FORM** | |
| Please complete this form electronically by clicking on the grey boxes or using the tab key. You will be required to sign this form in person at interview. | |
| Application for the post of |  |
| Where did you see this post advertised |  |

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| **SECTION 1 – PERSONAL DETAILS** | | |
| Title |  | |
| Surname |  | |
| Forenames |  | |
| Known as name (if different to above) |  | |
| Current Address (including postcode) |  | |
| Home telephone |  | |
| Work telephone |  | |
| Mobile telephone |  | |
| Email |  | |
| DfE (Teacher’s Reference) Reference number (where applicable) |  | |
| National Insurance Number |  | |
| Do you hold a current driving licence? | Provisional | Full |
|  | HGV | No |
| Do you hold a current First Aid at Work certificate?  If yes, what is the date of expiry. | Yes | No |
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| **SECTION 2 – CAREER HISTORY / EDUCATION / EMPLOYMENT RECORD** | | | | |
| Please supply a **full** history in chronological order (including **month** and **year** for all dates) of **all** employment, self-employment, educationandany periods of unemployment starting with your current post and working backwards. You must provide **explanations and dates** for any periods not in employment, self-employment, further education or training. Gaps of longer than 3 months must be detailed. A CV may be attached to support this application. | | | | |
| Date From (Month & Year) | Date To (Month & Year) | Establishment | Post Held | Reason for leaving and final salary |
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| **SECTION 3 – REFEREES** | | |
| Please provide details of at least two **professional** referees.   * *One referee should be your present or most recent employer.* * *A professional referee is someone by whom you have been previously employed.* * *References will not be accepted from relatives or from referees writing solely in the capacity of friends.* * *Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children.* | | |
|  | **REFEREE 1** | **REFEREE 2** |
| Name & Title |  |  |
| Position |  |  |
| Address  (including postcode) |  |  |
| Telephone Number |  |  |
| Email |  |  |
| Please indicate if you are happy for the school to contact your referee prior to interview | Yes  No | Yes  No |

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| **CHILD PROTECTION STATEMENT** |
| Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS) for which certain documents will be required including one of the following:   * Current valid Passport (any nationality) * Biometric Residence Permit (UK) * Adoption Certificate (UK and Channel Islands) * Photocard Driving Licence (UK) (with paper counterpart where issued) * Birth Certificate (UK, Channel Islands and UK authority overseas) issued within 12 months of birth   It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care.  At Wychwood we are aware that pupils may suffer neglect, physical, sexual, domestic or emotional abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised procedures for dealing with abuse which are available to see on request.  Wychwood School’s safeguarding policy is available on the school website. |

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| **DATA PROCESSING STATEMENT AND OPTIONAL CONSENT TO RETAIN DOCUMENTATION** |
| Wychwood School expects all employees to abide by the requirements of the Data Protection Act 2018.  **Optional**  If I am not appointed, I give consent for my application form and recruitment information to be retained by Wychwood School, in case a similar position becomes available.  *Otherwise Wychwood School will ensure my documentation is subject to secure disposal of within 1 month of the interview date.* |

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| **DECLARATION AND SIGNATURE** | | | |
| I am aware that the post for which I am employed is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as “spent” must be declared. I have not been disqualified from working with children, am not named on the DCFS List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body, and  ***EITHER*** ***(please select as appropriate)***  I have no convictions, cautions or bind-overs  ***OR***  I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential. | | | |
| I know of no reason why I should not be able to discharge the responsibilities required by the post in question. I declare that all of the statements and information I have made on this application form are true to the best of my knowledge. I understand that giving false information or failing to disclose any significant information could result in dismissal. | | | |
| **Signature** | *(please do not type in this field – only a real or scanned signature is accepted)* | **Date** |  |

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| Please send completed forms electronically or by post with original (not typed) signature to:  Office Manager, Wychwood School, 74 Banbury Road, Oxford OX2 8JR  Email: [d.radnor@wychwoodschool.org](mailto:d.radnor@wychwoodschool.org) Tel: 01865 557976 |

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| **ADDITIONAL INFORMATION** |
| Please use this space for any additional information you wish to submit. |
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| **EQUAL OPPORTUNITIES MONITORING** | | | |
| Wychwood School aims to be an Equal Opportunities employer and therefore we monitor job applications. Please complete this form electronically by clicking on the grey boxes or using the tab key and forward this section of the pack with your application. It will be separated from the rest of your application on receipt and will not be used for short listing or form part of the selection process. This form is optional. | | | |
| Surname |  | First Name |  |
| Position Applied for |  | Date of birth |  |

**Gender**

Male  Female

**Marital Status**

Single  Married/civil partner  Partner  Widowed  Divorced  Other

Prefer not to say

**Do you have any dependent children?**

Yes  No  Prefer not to say

**Do you have any dependent adults?**

Yes  No  Prefer not to say

**Disability**

Do you consider yourself to be a disabled person?

Yes  No  Prefer not to say

Please specify the nature of any disability

Do you have a disability as defined by the Disability Discrimination Act?

Yes  No  I don’t know  Prefer not to say

Do you consider that you have a long-term health problem?

Yes  No  Prefer not to say

**What is your religion or belief?**

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  none

Other please specify

**Ethnic Origin**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.

A – White  British Irish

Any other please specify

B – Mixed  White & Black Caribbean  White & Asian  White & Black African

Any other please specify

C – Asian  Indian  Pakistani  Bangladeshi

Any other please specify

D – Black  Caribbean  African

Any other please specify

E – Chinese or other ethnic group  Chinese

Any other please specify

**How did you become aware of the vacancy?**

Local paper  School website  Job Centre  jobs.ac.uk  Word of mouth  Gumtree  TES website

Any other please specify

**How did you request the application pack?**

Post  Telephone  Email  Download

**How did you submit your application?**

Post  Email  In person

**EQUAL OPPORTUNITIES STATEMENT**

*Wychwood School welcomes staff and student diversity and is an equal opportunities employer. We aim to ensure that no job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, gender reassignment, race, colour, nationality, ethnic origin, disability, religion or belief, political belief, sexual orientation, pregnancy or childbirth, membership of a trade union, part time working or age. We aim to ensure that job applicants who are disabled, become disabled, or have had a disability receive no less favourable treatment than others on the grounds of their disability and we are supportive in making reasonable adjustments. Selection practices, promotion criteria and access to training and development of individuals are actively reviewed to ensure that the selection, promotion, training and development of individuals is carried out on the basis of the job requirements and individuals’ relevant skills and abilities alone. We are committed to the promotion of equality and the elimination of unlawful discrimination and harassment. We will monitor and review the impact of policies and procedures and actively work to ensure that all members of the School community are aware of their responsibilities according to the School’s handbooks.*

*Thank you for your help.*