

SAND

ACADEMIES TRUST

Supporting Achievement Nurturing Development



INFORMATION FOR CANDIDATES

SAND Academies Trust

CEO & Executive Headteacher: Lyn Dance

Registered in England: Company Number 11968610

Registered Office: c/o The Milestone School, Longford Lane, Gloucester, GL2 9EU

Telephone: 01452 923800 www.sandmat.uk

Supporting Achievement Nurturing Development

SAND Academies Trust was formed in June 2019 to enable and develop partnerships working across a group of academies. Academy Trusts are created by a number of academies working together. Academies are **independent, self-governing schools** that are funded directly by the Government and not via the Local Authority.

SAND Academies Trust now consists of five schools:-

Battledown Centre for Children & Families

Belmont School

Paternoster School

The Milestone School

Willow Primary Academy

Each school will maintain its own unique ethos, culture and identity that has been established over many years to ensure the needs of pupils are met.

As a partnership we will achieve more together and therefore:

- Improve outcomes, opportunities and life chances for children and young people
- Offer more / wider support for their families
- Share and develop staff expertise

We will continue working to **grow our Academy Trust** to include converting schools who share our vision and aims and who wish to be part of a new and exciting Trust that will respect the individual identity of each academy whilst providing opportunities for sharing good practice and expertise to benefit our children, young people and families.

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. All positions are subject to an enhanced DBS check.

ABOUT US

SAND Academies Trust Head Office is located in the grounds of The Milestone School in Longlevens, Gloucester and is in close proximity of the M5 motorway (junction 11). The Trust currently has schools located in Gloucester, Cheltenham and Cirencester.

OUR AIMS

To provide the best possible education for children and young people, including those with additional and complex needs, in both mainstream and special schools.

- To achieve excellence through innovation, creativity and continuous improvement.
- To direct the maximum resources available to The Trusts' academies, facilitating and servicing high standards.
- To build formal and informal partnerships across Gloucestershire and beyond.
- To develop a Trust which is 'outward' looking and enterprising.
- To support, challenge and improve underperforming schools.
- To utilise internal and external providers in the pursuit of excellence based upon pupil need.
- To utilise the skills and experience of staff and leaders across The Trust to the best advantage of the children and young people.
- To provide an environment where staff can continually develop and progress their careers.
- To develop multi agency working practices.
- To develop children and young people's independence skills and support families to take part in a parallel journey with their child as they prepare for adulthood.
- To maximise value-for-money by continued attention to costs and streamlining & centralising working practices where appropriate.
- To play a strategic role across the region by linking with other organisations.

VACANCIES

Current vacancies and job descriptions are published on our website. Please note that SAND Academies Trust will only accept applications that have been submitted using a SANDMAT Application Form. This can be downloaded from www.sandmat.uk/vacancies/. All Application Forms must be completed in full and applicants should directly address the skills and experience outlined in the Person Specification of the Job Description which is also available.

Completed forms should be emailed to applications@sandmat.uk quoting the Post Reference number in the email subject header. Please note that we do not accept CVs or applications that arrive after the closing date.

We are a Disability Confident Committed employer and welcome applications from all sections of the community. If you are unable to complete an online application please contact the applications team on 01452 923800 to request an alternative format.

Due to the high volume of applications, applicants will only be contacted if selected for an interview, therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been successful with their application on this occasion.

Application forms are retained under the SAND retention policy for a period of 6 months and will be destroyed securely in line with GDPR.

Please check the SAND and individual school's websites regularly for details of new vacancies.

All posts are subject to satisfactory pre-employment checks and the successful completion of a 6 month probation period.

SAFER RECRUITMENT IN EDUCATION

SAND Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who are not suitable to work with children.

Information for Applicants

The following documents are available to download from our website www.sandmat.uk/vacancies:-

- details of current vacancies
- a Job Description outlining the duties of the post, including safeguarding responsibilities and the Person Specification
- a SANDMAT Application Form. All applicants are required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:-

- the referee's relationship with the candidate
- details of the applicant's current post
- performance history and conduct
- if there has been any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children. If so the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Applicants should be aware that the 2022 update to KCSiE (Keeping Children Safe in Education) sets out the requirement to undertake online checks on shortlisted candidates that will involve screening of social media profiles. To ensure that online checks undertaken are not discriminatory the search will be carried out by a member of SAND Academies Trust's HR team. The online check will be used only to meet the intended purpose of the KCSiE's recommendation in relation to whether an applicant is suitable to work with children and young people and only relevant information will be passed to the interview panel. No other aspects of their personal profiles will be used to form an opinion of the candidate therefore reducing risk of irrelevant information influencing the interview. The search will involve:

- a Google and social media search of the person's name
- the home town could be included if it is a name that generates a lot of hits
- A review will take place of the first two pages of Google searches
- any news stories or links to popular social media sites will be reviewed

The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of SAND Academies Trust. This could include content that evidences:

- inappropriate or offensive behaviour
- discriminatory views
- substance misuse
- inappropriate photos or videos
- information that contests the information on the application form
- derogatory posts about a former employer

Any information discovered will be printed and shared with members of the interviewing panel prior to interview.

Interviews

At least one member of each interview will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require pre-employment checks which include an enhanced DBS, satisfactory Health clearance and evidence of Right to Work in the UK.

Applicants who have lived or worked overseas within the last 10 years must provide an equivalent DBS certificate or Police clearance from the country that they resided or worked in. Prohibition checks will also be completed if relevant to the job role.

Rehabilitation of Offenders

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

SAND Academies Trust Policy on the Recruitment of Ex-Offenders

The school will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the school to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the school to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the school to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. The school will report the matter to the Police and/or the DBS if:

- the school receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the school has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Disability Confident Committed

As a Disability Confident Committed employer we are committed to ensuring that our recruitment process is inclusive and accessible by:-

- ensuring against discrimination
- making job adverts accessible
- providing information in accessible formats (large print)
- accepting applications in alternative formats (paper or electronic)

We are reviewing our current recruitment processes to reach a wider range of applicants. We offer interviews to applicants who have declared they have a disability provided they meet the minimum criteria as defined in the person specification. The aim of this commitment is to encourage positive action, encouraging disabled people to apply for jobs and provide an opportunity to demonstrate their skills, talent and abilities at the interview stage. There may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for a job e.g. in certain recruitment situations such as a high number of applications, seasonal and high-peak times, we may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people. In these circumstances SAND could select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as they would do for non-disabled applicants.

SAND Academies Trust is an Equal Opportunities Employer and does not discriminate unlawfully against or harass any person on the grounds of any of the protected characteristics and staff involved in recruitment are fully trained and policies adhered to.

Battledown Centre for Children & Families

Help and encourage each of our unique pupils to be “the best that they can be”

Harp Hill, Cheltenham, GL52 6PZ

01242 525472

www.battledown.org.uk

Belmont School

To always be the best we can be...

Warden Hill Road, Warden Hill, Cheltenham, GL51 3AT

01242 216180

www.belmont.gloucs.sch.uk

Paternoster School

Learning together

Watermoor Road, Cirencester, GL7 1JR

01285 652480

www.paternosterschool.co.uk

The Milestone School

Removing obstacles and enabling access to learning

Longford Lane, Gloucester, GL2 9EU

01452 874000

www.themilestoneschool.co.uk

Willow Primary Academy

Taking P.R.I.D.E in all we do

Evenlode Road, Tuffley, Gloucester, GL4 0JY

01452 526442

www.tuffleyprimary.co.uk