



Heston
COMMUNITY SCHOOL

The School

In January 2012, Ofsted described the School as a good school where 'students, parents and carers are overwhelmingly positive about the quality of education and care'. The School continues on its journey to becoming 'outstanding'!

Heston School is a Specialist School for the Visual Arts which shares its campus with a Primary School. The Schools on the campus, in partnership with Hounslow LA have been redeveloped in a £23+ million project aimed at enhancing facilities and increasing permanent accommodation. The new Hogarth Building and 'The Bubble' opened in January 2010 providing exciting new facilities for English, Technology, ICT, Art, SEN and Inclusion.

The new Primary School opened on the Heston Campus in September 2011 and areas of our existing buildings were refurbished as part of the project which was completed in January 2012, with an upgrading of facilities for Humanities, Music and Drama and a new dining area.

The School is successful and oversubscribed. It became a Trust School in October 2010, working in partnership with the University of the Arts London and the National Deaf Children's Society through The Heston Community Education Trust. The School should become a converter academy in May 2012. There is a genuinely friendly ethos in the School with many opportunities for staff and students to get involved in extra-curricular activities. The School has received many accolades including Artsmark Gold, Sportsmark, Healthy Schools Status, International School Status and Investor in People Status. We are also extremely proud to have been a Specialist School for the Visual Arts since September 2004. In January 2012, Ofsted described the School as a 'good' school, validating our own judgement of where we are on our journey to becoming 'outstanding'.

THE [PAPE*] TEAM

At Heston Community School every child matters and this is reflected in the work of the PAPE Team. The Team is an experienced one within the School. It is led by a Curriculum Team Leader Clair Jones who is supported by 2 Assistant Curriculum Leaders.

PE is currently taught in mixed ability classes in KS3 and KS4. At post-16, PE is a popular choice among students with Sport Studies/ BTEC Sports being offered at A/S & A2 level.

The successful applicant will be expected to contribute to curriculum developments across the PAPE Team and beyond.

* PAPE - Performing Arts and Physical Education

STAFFING

At present, the PAPE Team is made up of 7 full-time teachers and 1 part-time teacher. Some members of the team have added responsibilities within the school.

ACCOMMODATION

Currently, the PAPE Team has 4 designated teaching rooms, plus the use of the school hall, sports hall, gym, outside courts and field. There is an interactive whiteboard in all of the designated rooms. Our Learning Resource Centre may also be booked for teaching.

All new staff take part in an Induction Programme to facilitate their entry into the life and work of the School and its community. In addition, there is a specific, one year NQT Induction Programme to support teachers new to the profession.

APPLICATION

Should you wish to apply for this position, please include a separate Letter of Application and:

- Please ensure that you fully complete the application form explaining any gaps in employment history.
- Please ensure that you include the names and addresses of two referees, one which must be from your last employer.
- In applying for this post, candidates are asked to state clearly on their application form any other subjects which they may be able to teach and the level to which they can teach them.
- Please also ensure that your letter of application refers to the Person Specification and Job Description.

IMPORTANT INFORMATION FOR APPLICANTS

Heston Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application and Recruitment Process

- Applications will **ONLY** be accepted from candidates who fully complete an application form, submit a full record of employment (where gaps are explained if they exist) and who provide two referees (one of which must be the last/current employer)
- Candidates should be aware that the post involves some degree of responsibility for safeguarding children. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau (CRB).
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Your current employer will be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons before.
- You should be aware that 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 referral to the Independent Safeguarding Authority (ISA).

Invitation to Interview

If you are invited to interview then this will be conducted in person and the areas which the interview will explore will include suitability to work with children. All candidates invited to interview must bring documentation confirming any educational and professional qualifications that are necessary or relevant to the post. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate
- A utility bill or financial statement showing the candidates current name and address
- Where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies are not sufficient.

Under the School's Data Protection Policy, any copies of personal documents that are no longer required will be destroyed. Candidates should be aware that these will be checked at interview in order for a vacancy to be offered.

Conditional Offer Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references, confirmation of identity and qualifications, a satisfactory CRB Disclosure, verification of professional status such as GTC registration, QTS Status (where required) and, for teaching posts, verification of successful completion of statutory induction period. (This applies to those who obtained QTS after 7 May 1999.)
- 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
- Verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.

WARNING

Where a candidate is found to be on the ISA Children's Barred List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or found to have provided false information or failed to disclose information; or the subject of serious expressions of concern as to his/her suitability to work with children, then the facts will be reported to the ISA and/or Police.

CHILD PROTECTION POLICY

Our Policy applies to all staff, governors and volunteers working in the School.

EQUAL OPPORTUNITIES POLICY

The School is opposed to any form of discrimination, harassment or victimisation against staff or potential staff on grounds of their race, colour, nationality, ethnic or national origins, sex, marital status, disability, sexual orientation, age or religious beliefs and practices.

RECRUITMENT POLICY STATEMENT

We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications experience and suitability to work with children.

We have a written policy on the recruitment of ex-offenders, which is made available on request.

DISCLOSURE

Due to the Disclosure requirements, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent on a separate sheet, placed in a sealed envelope marked 'private and confidential' and attached to the application form. This information is only seen by those who need to see it as part of the recruitment process.