



WOODCHURCH HIGH SCHOOL

A Church of England Academy



Cover Supervisor Application Pack



Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven.

Matthew 5:16



God be
merciful to us
and bless us:
and cause his
face to shine
upon us.
Psalm 67:1

CONTENTS

Letter from the Headteacher	2
The School	3
School Ethos	4
What people say about our School	10
The Role	12
Resources	13
Job Description	14
Person Specification	19
Candidate Information	20
Recruitment Process	24

www.woodchurchhigh.com

LETTER FROM THE HEADTEACHER

Dear Candidate,

I am delighted that you have expressed an interest in working at Woodchurch High School. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

We are seeking to appoint an excellent a Cover Supervisor with enthusiasm, creativity and the ability to motivate pupils and keep them on task in this large popular oversubscribed academy. They will be able to demonstrate positive outcomes for all groups of pupils and have the ability to engage and enthuse learners

The successful candidate will need to demonstrate a commitment to making a difference to the lives of young people. They will also model and promote our Christian values. Commitment, excellent organisational and motivational skills are essential

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. Our vision is 'Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven', Matthew 5:16. Whilst Learning, we are Inspired and develop our Christian Values through experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

The Academy is committed to safeguarding the welfare of its pupils and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists, on line checks and also a right to work check. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

Please submit the relevant application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs A Bestwick, HR Officer, via whsrecruitment@woodchurchhigh.com

I look forward to receiving your application.

Yours sincerely,

Mr M Canham
Headteacher



THE SCHOOL

Woodchurch High School is a highly successful, larger than average fully inclusive 11-16 comprehensive school, set within a Local Authority which includes some selective schools.

The school is consistently over-subscribed, ranked as the eighth most oversubscribed school in the Liverpool City Region (2018) and is annually the most oversubscribed school on the Wirral (since 2015, school has had more 1st, 2nd and 3rd preferences than any other school with the Local Authority, hearing no fewer than 50 appeals every year since 2016).

At Woodchurch High School, we always place the pupils at the centre of all we do - which has been reflected in all of our Ofsted Inspection reports. We are committed to providing the best possible education for all of our pupils. We work in partnership with parents to achieve this goal.

In July 2024, the school underwent an inspection under section 48 of the Education Act, where we were awarded Grade 1, reflecting that as a school, we were living up to our foundation as a church school. The report we received reflected the good work of the pupils, staff, and our flourishing school community. An extensive enrichment programme is also provided by the school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school. These provide valuable lesson opportunities. We also run a hugely successful Saturday College and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

An extensive enrichment programme is also provided by school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school. These provide valuable lesson opportunities. We also run a hugely successful Saturday College, and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

We are extremely proud to be an inclusive school. We meet the needs of pupils with a range of physical and/or medical impairments, in addition to catering for pupils with Autistic Spectrum Condition. Our successes in this area have been nationally recognised.

To ensure that all our pupils succeed, we focus all our work around our Christian Values and Vision Statement: *'Let your light shine before all, that they may see your good works, and glorify your Father which is in heaven'* (Matthew 5:16).

Every child really does matter. As such, the school consistently seeks to build upon its previous best.

Very few pupils come from each of the eleven ethnic minority backgrounds, although this figure is increasing: e.g. in 2006/07 1.8% were not White British, but in 2024/25 this had risen to 9.2%. Only 5.4% use English as an additional language.

Currently those children in receipt of the Pupil Premium stands at 44% and SEND at 29% of the school population. There are also 21 CLA pupils.

The estate on which the school is situated contains three LSOAs ranked within the top 10% of the most deprived neighbourhoods in the country.

The school has been an academy (SAT) since 2011 and became a 'full' Church of England Academy (having previously been 'A School with a Church of England Trust') in April 2014.

More details about the school can be found on our website: www.woodchurchhigh.com and in our inspection reports, from both Ofsted and the Church of England National Society: <https://www.woodchurchhigh.com/ofsted.php>.

Forgiveness

"Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you."
(Colossians 3:13)



SCHOOL ETHOS

Our ethos is underpinned by Christian Values and principles which are embedded in all our work. The list below gives an indication of the educational direction of the school and demonstrates our philosophy of placing the child at the centre.

Woodchurch High School Church of England Academy is a school which delivers teaching to the highest quality. Teaching that motivates, stimulates and challenges the pupils, whilst taking into account their individual needs. We challenge every pupil to aspire to achieve the God-given potential.

We provide meaningful and personalised curriculum which provides pupils with the knowledge and skills to ensure lifelong learning and to recognise the great value God places on each individual. We provide a curriculum offering equality of opportunity to all, stretching the gifted and talented whilst supporting those who experience a barrier of learning.

CHAPLAINCY

At Woodchurch High School, pupils, through their spiritual and moral education and development, let their light shine, by living out our Christian Values and ethos.

Our Christian ethos and values underpin who and what we are as a school.

The Chaplaincy Team provides opportunities for reflection and character development everyday through Collective Worship and weekly year group assemblies. During Collective Worship we explore and develop an understanding of our values, morality and the Christian faith.



Our Christian Values

- **Justice**
- **Endurance**
- **Service**
- **Wisdom**
- **Forgiveness**
- **Compassion**
- **Hope**
- **Thankfulness**
- **Integrity**
- **Humility**
- **Trust**



COLLECTIVE WORSHIP

Each day all pupils take part in Collective Worship unless withdrawn by their parents. As a school, we believe it is important to promote the spiritual, moral, social and cultural development of our pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

PASTORAL WELFARE

To maximise pastoral support, the school is divided into year groups. Leading each year group is a Pupil Progress Leader and an Assistant. Pupils are in mixed gender and ability forms of approximately 22. Each tutor group is registered by the same Form Tutor throughout the five years. This continuity ensures that pupils, parents and carers can forge strong links and positive, trusting relationships with the key pastoral staff.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school and, at the same time, enjoy the same supportive, compassionate ethos associated with a small school

BEHAVIOUR FOR LEARNING

At Woodchurch High School, we develop our pupils' social and emotional intelligence. Through the promotion of our Christian ethos and values, we enable pupils to recognise that good behaviour and adherence to codes of conduct, result in sound learning, academic progress and positive relationships.

We believe an ordered, disciplined atmosphere is the best environment for learning. All of our school rules are based upon the simple principles of self-discipline and mutual respect. We place great emphasis on the positive aspects of behaviour by rewarding pupils with praise in lessons, rewards, letters of commendation and prizes for effort and attainment in all subjects. We also promote good attendance and punctuality by presenting prizes and certificates to pupils achieving 100%. Prestige is attached to pupils who have Gold Attendance (97%+). They are presented with a badge to display their success.



PUPIL VOICE

Pupils regularly evaluate lessons and are included in whole-school decisions, such as the appointment of staff. In addition, there is a strong School Council, comprising of representatives from each Year Group. The Head Boy / Head Girl and Deputies also attend Full Governors meetings, when appropriate, at which they make a valuable contribution. Pupils also regularly comment on curriculum subject via online polls/surveys.

In this way pupils are motivated to achieve, develop self-awareness and empathy skills, and so manage their own feelings and have good social skills. In addition, school now also undertakes peer mentoring and support to further enhance pastoral welfare.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school, and at the same time, enjoy the same supportive organisation associated with a small school.



Humility

"When you do things, do not let selfishness or pride be your guide. Instead, be humble and give more honour to others than to yourselves." (Philippians 2:3)



INCLUSION

At Woodchurch High School, we recognise and celebrate our differences. It is these differences that enrich our school community: we value all God's children.

We are committed to ensuring that every pupil in our care is given an equal opportunity to develop socially, to learn and achieve, and to enjoy community life at school.

All pupils have access to the same opportunities as their peers through quality first teaching and enrichment.

To achieve this aim, the SEND Team:

Develop strong links with our primary school partners to support transition

Deliver a curriculum appropriate to each child's individual needs, including a range of personalised interventions which enable pupils to progress and reach their potential



Work in partnership with parents and carers to ensure a consistent approach to meeting a pupil's need

Put in place strategies to ensure that all pupils, including those who face barriers to learning and those who are on the Gifted and Talented register, make progress

A VIRTUAL BASE FOR PUPILS

Woodchurch High has special provision for pupils with Autistic Spectrum Condition and other additional needs. Our policy is that pupils follow a personalised learning programme, combining small group social skills classes with mainstream lessons, if necessary with the help of Teaching Assistants.

However, if, on occasions, pupils become overly anxious, they can be withdrawn for individual support. Our Virtual Base enables all pupils with a diagnosis of ASC to develop socially and emotionally, with support, in a caring, compassionate and comfortable environment.



PUPIL PREMIUM

At Woodchurch High School 42% of our pupils access pupil premium funding. The Pupil Premium team lead initiatives through the school and monitor and evaluate the success of programmes and interventions. Please refer to our website for further details.

OUR FACILITIES

Our school building was opened to pupils in September 2010, and officially opened by the Archbishop of York in March 2011.

The state of the art facilities enables our pupils to experience a 21st Century education. The cutting edge ICT, all Google based for both staff and pupils, facilitates their learning so that they can participate, enjoy and achieve their full potential.

The school grounds have also been redeveloped as part of this build and include a third generation all weather pitch as well as flood-lit multi-use games areas. These facilities are in addition to a well resourced Sports Hall. This houses a dance studio, fitness suite and indoor sporting facilities, used for football, badminton, basketball etc.

There is also a well-established School Farm and environmental area.



Compassion

*"Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort."
(2 Corinthians 1:3)*

CONTINUING PROFESSIONAL DEVELOPMENT

We take the development of our staff seriously, and we have a wide range of programmes and professional development opportunities for all staff, regardless of role and experience.

For staff new to school, there is an extensive Induction Programme, as regardless of experience, Every school is different and presents both new opportunities and challenges. The Induction Programme is designed to support staff in settling quickly and seamlessly into their new role, and to thrive and flourish at the school.

For Early Career Teachers, we have a robust programme that consists of face-to-face support sessions, as well as ongoing mentoring and support.

Many staff also access the suite of NPQ qualifications, as well as other developmental opportunities run by a range of other providers, such as the Ambition Institute, and local Higher Education Institutions.

All staff also have unlimited access to support and resources provided by the National College, in addition to ongoing training provided 'in-house', such as coaching and mentoring.

Bespoke support and development is also provided in a supportive staff with career development.

There are also many opportunities to lead CPD within school, and we are always exploring new and exciting ways to further develop our staff.



Thankfulness

*"Be joyful always, pray continually, give thanks in all circumstances, for this is God's will for you in Christ Jesus."
(1 Thessalonians 5:16-18)*



WHAT PEOPLE SAY ABOUT OUR SCHOOL



“ I always knew Woodchurch had an excellent reputation - it has not disappointed -Parent ”

“ The teaching staff put the children at the heart of everything they do. -Parent ”



"Pupils said that they feel safe and happy in school. Pupils are supportive of one another. They said that bullying is rare. If it does happen, it is dealt with effectively" - **Oftsed 2020**

"I value the open and honest culture at the school that allows staff to feel part of the decision making processes." - **Staff**

"As a parent, I feel valued and respected by the school" - **Parent**

"The school provides strong support for pupils' mental health" - **The Governing Body**

"School is somewhere I always feel safe" - **Pupil**

STAFF WELLBEING CHARTER



Staff Wellbeing Charter

WHS takes the wellbeing of all staff very seriously. The charter below takes into account some of the measures we have in place to assist staff to carry out their professional duties. Our staff are very supportive of each other, we ask all staff to be committed fully to the charter below.



Automated report system
- reducing staff checks.
Reduction of data drops



Staff marking expectations are minimum and workload regularly reviewed



Form Tutor Evenings reduced by 30 minutes



Counselling/Chaplaincy service
Employee Assist Programme
MHFA Staff Welfare Team



Deadlines well publicised and annual calendar consultation



Meetings have a clear purpose, agendas are issued in advance, and those leading meetings ensure they are kept on track and finish on time



The school will endeavour, wherever possible, to champion and enable flexible working



Half-termly free breakfast for all staff. Complimentary Christmas dinner for staff each year



Timetabled CPD, Coaching and Mentoring opportunities



Opportunities for career development



Paid tuition programme for vulnerable pupils
Paid Y11 Structured Revision Programme



Staff wellbeing, leisure and mindfulness activities plus termly staff bulletin



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy



Pupil centralised sanctions



A fitness suite available for staff use plus On-site NHS Private Healthcare Checks



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other peoples' wellbeing



THE ROLE

We are looking for a candidate who can provide curriculum cover supervision for classes or groups of pupils whose usual teacher is absent and facilitate lessons at Key Stage 3 and Key Stage 4; focussing on maintaining good behaviour for learning and keeping pupils on task. This is to ensure that they achieve their full academic potential.

This is a fantastic opportunity to join a highly inclusive school as a Cover Supervisor. The role can be a great platform for experience, especially for candidates who are exploring a career in education and want to be part of and have greater understanding of an inclusive school. This opportunity could also be attractive for job-seekers who are looking to change their professional focus and want to apply their skills and knowledge into education. Our Cover Supervisor team is an incredibly valued part of our staff body. The role can be a great platform for experience, especially for candidates who are exploring a career in education and want to be part of and have greater understanding of an inclusive school. This opportunity could also be attractive for job-seekers who are looking to change their professional focus and want to apply their skills and knowledge into education.

This role offers you the chance to work creatively with staff and pupils. You will also have the opportunity to get involved in many enrichment and wider-school activities, all of which are designed to expand our pupils' education far wider than what they learn in the classroom



RESOURCES

The school is extremely well equipped with two dedicated ICT Suites and several bookable Chromebook trolleys available for pupils use.

The school makes full use of Google Workspace so it can support work both in the classroom and at home. Google Classroom allows pupils to complete homework online and departmental Google Sites houses Learning Programmes and revision resources.

We have a dedicated Technical Team who support teaching and learning within lessons.



JOB DESCRIPTION

Post Title: Curriculum Cover Supervisor

Reporting to: Assistant Headteacher/Headteacher

Disclosure Level: Enhanced DBS

Christian Ethos:

To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Job Purpose:

The Cover Supervisor will:

- Provide curriculum cover supervision for classes or groups of pupils whose usual teacher is absent and facilitate lessons at Key Stage 3 and Key Stage 4; focussing on maintaining good behaviour for learning and keeping pupils on task. This is to ensure that they achieve their full academic potential.
- Cover supervisors will need to actively respond to questions and purposefully assist pupils to undertake activities set by the classteacher. This will involve being both adaptive, responsive and flexible in approach.
- To undertake other non-teaching / support duties as directed during non-cover time; including in-class support, 1:1 pupil interventions, and mentoring. Additionally, administrative and/or 'resourcing' will also be required to be undertaken in non-cover time, such as supporting with the production of resource materials, examination invigilation, administration support and duties for absent colleagues.
- This Job Description equates to 36 hours per week working / directed time.

Responsible for:

Curriculum Cover Supervision -

Covering lessons for absent teaching staff on a day to day basis as requested by the Cover Co-ordinator / Assistant Headteacher. This includes:

- Ensuring 'threshold' requirements are met at the start of every lesson covered
- Facilitating, when required, "live learning", where a teacher leads the learning remotely, with the Cover Supervisor supporting pupils in 'real-time'
- Facilitating the delivery of synchronistic and asynchronistic learning, usually through a platform such as Google Classroom



JOB DESCRIPTION

- Supervision of subject specific work, as set by Curriculum / Subject Leaders and / or teaching staff
- Ensuring during any lessons covered, that pupils remain on task and adhere to all codes of conduct and expected standards of behaviour
- Ensuring pupils are working in such a manner as to guarantee commensurate progress gains during any given lesson
- Ensuring that all guidelines for classroom supervision are carried out and pupils meet classroom expectations, in line with the School's Teaching & Learning Policy
- Ensuring an excellent climate for learning / learning environment in all lessons covered, through ensuring classroom management skills and behaviour for learning principles are embedded in everyday practice, thus resulting in effective and deep pupil learning. This also includes a sound working knowledge of, and the proportionate use of online behavioural monitoring and recording systems
- Where work has not been set / cannot be found, being proactive and adaptive, in ensuring no curriculum time is wasted and work is sourced at the earliest available opportunity
- Ensuring all appropriate resources, including ICT-based, are available, as specified by the class teacher, to support pupil learning
- Where ICT is used by pupils (e.g., laptops / Chromebooks), these are used appropriately by the pupils and that they remain on task, including through the use of the online teacher 'monitoring' system
- Where additional adults are in classrooms with Cover Supervisors, such as Teaching Assistants, offering 1:1 support to SEND pupils, effective liaison is established, ensuring appropriate pupil support
- After every lesson, provide timely and appropriate feedback to teaching staff re: pupil progress, work completed and any issues, both with learning and behaviour

Registration Duties:

During registration, Cover Supervisors may be attached to a Form Group to provide cover for an absent Form Tutor. This work will include:

- Taking a register and ensuring any notices are delivered to the Form, as per Pastoral Staff direction
- Deliver / support with the delivery of Collective Worship
- Checking Pupil Planners are completed and homework is recorded
- Undertaking the relevant uniform checks
- Attending assemblies and 'MIMOs' as directed
- Attending any pastoral briefings as required



JOB DESCRIPTION

Non-Cover/Support Duties:

When a Cover Supervisor is not being used for Curriculum Cover, they will be attached to a Curriculum Area and are expected to undertake other non-teaching / support duties as directed. These include:

- Participating in whole-school staff meetings as per the School Calendar
- Attending Cover Supervisor meetings, as per the School Calendar, and / or as required
- Undertaking training, as required (e.g., with regard to Management Information Systems), that will support in the effective execution of their role
- Assisting with the production of any curriculum resources as directed
- Carrying out any administrative tasks as directed, including, where necessary, ordering of stock and entry of pupil / examination data
- When not being allocated a class to cover, being re-deployed to assist as an 'additional adult' to support teaching and learning in any class, as directed
- Mentoring pupils, both at Key Stage 3 and 4, for multifarious reasons, such as under-attainment, pastoral welfare reasons, children who are looked after, those in receipt of Pupil Premium etc
- To support pupils with 1:1 learning / intervention as directed

After-School Duties:

Cover Supervisors will also be directed to cover / support in any of the following ways from 3.25-4.30pm, as agreed with and directed by their line-manager:

- Provide cover, as and when required for Period 6
- Provide cover and/or have a regular 'slot' on the Night School Duty Rota, up until 4.30pm
- Run after-school support sessions, including homework clubs, as required by Curriculum Areas. This will involve the day-to-day management of the session / club
- Provide support and/or run any after-school sporting clubs, as directed by the PE Curriculum Area
- Provide intervention / study support to individual pupils and/or groups of pupils with specific 'characteristics', such as Pupil Premium, Children who are Looked After etc
- Provide generic intervention support for pupils as directed

Other Expectations :

Cover Supervisors are also responsible for:

- Ensuring they act as a role model for pupils, by demonstrating a professional approach both in the classroom and around the school at all times
- All aspects of Health and Safety, pertaining to pupils, especially during every cover lesson. This includes ensuring all school policies and procedures pertaining to Health & Safety are followed at all times as required and directed
- Undertaking any examination invigilation as required, this includes both internal and external examinations, across both Key Stages 3 and 4



JOB DESCRIPTION

- Attending any Open Events, as per the school calendar, e.g., Open Evenings
 - Providing, when required, First Aid to pupils and staff as and when required (ongoing training and support are provided)
 - Being active in ensuring their own continued professional development, in conjunction with their line-manager
 - Ensuring they adhere to the expectations re: appraisal within the school
- Carrying out any other duties commensurate with the post, as required by the Assistant Headteacher / Headteacher, as directed

If required, Cover Supervisors will also:

- Mentoring of pupils, particularly those with social, emotional and / or behavioural difficulties.
- Supporting and providing cover in the Learning Support Unit during unstructured times of the school day.

In addition, Cover Supervisors will carry out a number of duties around the building / site, during directed time before the registration (8.35-8.45am), at break times (as required), lunchtimes and after Period 5 (3.15-3.25pm), as directed by the Assistant Headteacher. Cover Supervisors are expected to be proactive and visible at all times when undertaking duties.

All Cover Supervisors will also be expected to attend the whole-staff Development Day at the beginning of every academic year, not least as key messages are communicated regarding the year ahead, as well as vision and strategy set. In negotiation with their line-manager, Cover Supervisors may be able to leave before the end of the day if all items relevant to them have been covered. This day can either be 'claimed' as additional hours or else another day taken in-lieu of this date, upon agreement with management.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title



JOB DESCRIPTION

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Revised May 2022



Trust

"Trust in the Lord with all your heart, and do not lean on your own understanding." (Proverbs 3:5)

PERSON SPECIFICATION

This specification lists the competencies expected of an experienced/fully trained post-holder. E = Essential Criteria / D = Desirable

Qualifications	Good general education , including passes in English, Mathematics and Science at GCSE level, or equivalent	E
	A- Level or equivalent	D
	ICT qualification (e.g., GCSE)	D

Experience	Experience of working with children in a school environment	E
	Experience of being a Cover Supervisor	D
	Experience of intervention work / leading small groups of children with enrichment activities	D

Knowledge and Skills	Administration / organisational skills	E
	Good communication and interpersonal skills	E
	Ability to supervise pupils	E
	Can work using own initiative	E
	Confident to make decisions	E
	ICT proficient	E
	Trained in the use of Behaviour for Learning Techniques	D
	First Aid Qualification	D
	Knowledge of Child Protection	D
	Understanding and experience of using the google classroom	D

Special Requirements	Adopt a flexible approach	E
	Maintain confidentiality	E
	To be supportive	E
	Contribute to school ethos and aims	E
	DBS	E



CANDIDATE INFORMATION

Thank you for your interest in applying to Woodchurch High School.

EQUAL OPPORTUNITIES

Woodchurch High School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Your application form and equal opportunities forms will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

DATA PROTECTION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Woodchurch High School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Human Resources and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (UK GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of time following you leaving the school.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to third party organisation providing administration or other relevant services to Woodchurch High School
Woodchurch High School contact for data protection matters is:

Satswana

Email: info@satswana.com

Tel: 01252 759177

CANDIDATE INFORMATION

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.



CANDIDATE INFORMATION

INFORMATION ON RECRUITMENT CHECKS

Woodchurch High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education, including:

SAFEGUARDING & ENHANCED DBS CHECK

Woodchurch High School is strongly committed to safeguarding and promoting the welfare of pupils and expect staff to share this commitment and maintain a vigilant and safe environment.

All posts are subject to an Enhanced DBS check, and we will carry out online searches on short listed candidates. All staff will be expected to follow the school's safeguarding and child protection policy and code of conduct for employees in schools.

Woodchurch High School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#)

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

CANDIDATE INFORMATION

CRIMINAL RECORD SELF DISCLOSURE

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

OVERSEAS CHECKS

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question, we will contact you for additional information.

TEACHER PROHIBITION ORDER AND TEACHER SANCTIONS

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

SECTION 128 DIRECTION

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By completing an application, you agree to provide such evidence when requested.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe In Education.

RECRUITMENT PROCESS

TO APPLY

- Please complete the application form provided with this information pack and attach a covering letter.

Please email your application to:

whsrecruitment@woodchurchhigh.com

Application form is available at **www.woodchurchhigh.com/vacancies.php**

FURTHER INFORMATION

Queries or questions

Contact Amanda Bestwick (HRI Officer) amanda.bestwick@woodchurchhigh.com



The School is committed to safeguarding children. The successful applicant will require an enhanced DBS check; on line checks of shortlisted candidates will be undertaken as part of our recruitment checks.

Woodchurch High School
A Church of England Academy
Carr Bridge Road
Woodchurch
Wirral. CH49 7NG
t: 0151 677 5257
f: 0151 678 1906
schooloffice@woodchurchhigh.com
www.woodchurchhigh.com

