



Recruitment Information Pack

Tall Oaks Academy Trust



White's Wood Academy
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Letter from the CEO and Chair of Trustees


Dear Candidates,

Thank you for expressing an interest in working for Tall Oaks Academy Trust. We hope that you will find the following information useful, along with the information to be found on our Trust website, <https://www.talloaksacademy.co.uk/web>.

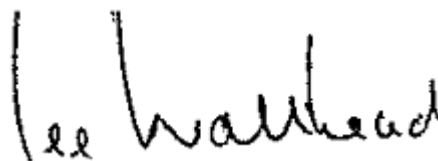
Tall Oaks Academy Trust is very proud of its schools and the commitment of everyone within the Trust to achieve the very best outcomes for all the children. Our vibrant, warm and friendly team of professionals always put the children at the heart of everything they do. The team works extremely hard and staff support each other to achieve those outcomes.

Once again, thank you for your interest and we look forward to hearing from you.

Yours faithfully



Sue Wilson
Chief Executive Officer



Lee Wallhead
Chair of Trustees

Vision and Values

The Trust Vision 'Stronger Together'

Our Trust Mission

Tall Oaks Academy Trust has a relentless commitment to the wellbeing and development of our children, our staff, our families and our community. We offer an engaging, challenging curriculum that nurtures resilience in the face of challenge. Our aspirations for our children and the Gainsborough community shine through everything we do. The high standards we have are possible because of our commitment to collaboration at every level in our organisation.

We are Tall Oaks Academy Trust.

The Trust Values



Our four core values are important to us, as they are the areas that are so vital for our children, families, staff and the community to develop. We strive for everyone to have the highest aspirations and reach their full potential, by engaging fully in their learning and school life. Life can be hard and so we want everyone to develop resilience and not to give up, whilst having the people around them to support their well-being.



Information about Tall Oaks Academy Trust

Our Trust was formed in March 2013 when White's Wood Academy supported and sponsored what was North County Primary (now known as Mercer's Wood Academy). From that union, the Trust started and in 2015 Castle Wood, a brand-new school came on board too. From that point onwards, we have been working hard to establish leadership structures in both the Trust and the schools, ensure that we have happy and stable staff and to develop our systems and structures so that the schools and any business functions run smoothly. We have had our fair share of challenges but we have an amazing team and a real commitment to go the extra mile for our children, families, staff and the community.

Gainsborough in Lincolnshire, where the schools are situated, is a small town that has high pockets of deprivation and needs. As a result of this, we have dedicated teams and professionals, with expert knowledge and specialisms to support the Heads. This means that they can focus their work on leading happy, effective schools, improving teaching and learning and meeting the needs of all of our children. We are an inclusive Trust and our percentages of children who have special educational needs and EHCPs are above the national figure.



With the help of our dedicated inclusion team, consisting of safeguarding, SEND, attendance and healthcare experts, we make sure that our children get the very best they can.

In 2024 we are now a Trust that has a stable staff team, the right processes in place and aspirations to grow. We are outward facing and benefit greatly from our work with other local schools, trusts, Lincolnshire local authority and LEAD teaching school hub.

Executive Leadership Team Members



Mrs S Wilson
Chief Executive Officer



Mrs S Keen
Trust Business Manager



Mr C Fitzpatrick
Headteacher at White's
Wood Academy, Trust
Pupil Premium,
Governance & Assessment
Lead



Miss M Ryan
Headteacher at Castle
Wood Academy



Mrs A Willis
Trust Head of Inclusion



Mrs J Jones
Trust Safeguarding
Manager

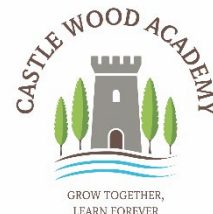


Mrs P Dexter
Trust Finance & Operations
Assistant



Mr P Turner
Trust Premises Manager,
Health & Safety
Competent Person &
Environmental
Sustainability Lead

Castle Wood Academy



Miss M Ryan
Headteacher



Mrs C Taylor
Assistant Headteacher



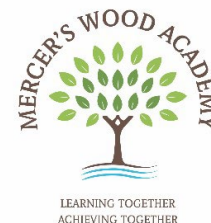
Mrs S Fitzpatrick
Assistant Headteacher

Castle Wood Academy was opened in September 2015 and has gradually grown over the years to the point where we have had two year six cohorts leave us. It is in an impressive, new, light and spacious building with two playgrounds, ample outdoor space and an outdoor learning area. There are housing developments wrapping around the school and so it is anticipated that this will increase numbers from our current NOR of 268 with 11 classes.

At the moment the school operates a mixture of one and two form entry single year groups but the hope is that we will be a full capacity two form entry school in the future.



Mercer's Wood Academy



Mr D Coleman
Assistant Headteacher



Mrs A Allenson
Assistant Headteacher

Here at Mercer's Wood Academy, we are more than just a school.

Our team of hard-working, dedicated, committed and caring professionals all work together to make sure our school is a happy and safe place for all of our pupils to make memories and to prepare them for the next stages of education.

Our school values drive everything we do: wellbeing, aspiration, engagement and resilience. These values are developed through our unique and creative curriculum and as a result we have amazing children who are enthused and excited with a real thirst for learning and who push themselves.



White's Wood Academy



Mr C Fitzpatrick
Headteacher



Mrs J Street
Assistant Headteacher



Mrs K Ward
Assistant Headteacher



Miss G Cartwright
Assistant Headteacher

Under the guidance of our dedicated, caring and highly skilled staff, the children learn to embrace the many challenges they face both individually and collectively, aiming high in their ambitions. Ultimately, our curriculum is driven by this approach and our pupils articulate their achievements by referencing one or more of our four key values: Aspiration, Engagement, Resilience and Wellbeing.

We believe in positive, sustainable and honest relationships between school staff, pupils and families and building these relationships begins immediately. Our team includes family support for special educational needs, safeguarding, healthcare and attendance, as well as a trained pastoral team who support children's mental health and emotional literacy. We believe that if a child is safe, happy and healthy, they are in the best position to learn and therefore, ensuring this is our first priority.



Employee Wellbeing and Mental Health

We believe that the mental health and wellbeing of staff is key to the success and sustainability of our organisation.

We aim to promote and maintain the mental health through workplace practices and encouraging employees to take responsibility for their own wellbeing.

The Trust is committed to:

- Developing an ethos that drives positive mental health
- Promoting an open culture around mental health by increasing awareness, challenging stigma and empowering employees as champions and role models
- Increase organisational confidence and capability through mental health literacy and school based 'Mental Health Champions' trained in all aspects of mental health

Tall Oaks Academy Trust has its own 'Wellbeing Charter' with a range of benefits and signposts for staff to take advantage of.

Employee Benefits

When working for Tall Oaks Academy Trust, you will have access to the following benefits:

- Competitive salary
- Generous Local Government (support staff) and Teacher Pension schemes
- Ongoing continual professional development (CPD) opportunities
- Confidential employee assist helpline, to assist with a range of issues such as family, money, bereavement etc
- Discounted wraparound childcare for children of staff who attend our schools
- Free eye tests
- Social events organised throughout the year
- Flexi-PPA for teachers
- No meetings weeks
- Salary sacrifice schemes



Recruitment Process

Discover the straightforward path through the recruitment process at Tall Oaks Academy Trust! From applying to getting hired, we've simplified every step. Explore how your skills align with our vision and kickstart a rewarding career in education with us.

Application

Once the closing date has lapsed for the vacancy, the application documents are forwarded to the interview panel for shortlisting. The shortlisting panel do not have access at the time of shortlisting to your name, address, contact details, any sensitive information or equal opportunities monitoring information.

Shortlisting

Shortlisting is carried out by comparing the application to the key criteria listed on the Person Specification. Applications are anonymised to avoid any bias during the selection process.

The strongest application forms from candidates who have demonstrated that they meet the requirements of the post are selected. These candidates are then invited for interview. The interview date will usually be published on the bottom of the advert.

Invitations to interview will be via the email address provided on your application form.

Any applications not shortlisted will be notified via email.

Interview and Selection

The invitation will include details of where the interview will take place and state which documents you must bring along with you.

Details of any additional selection methods will also be notified at this stage, for example testing or a presentation. At the interview candidates will be asked questions that relate to the post as detailed in the Job Description and Person Specification.

Offer of Employment

Following the interview, a member of the interview panel will contact the successful candidate to make an offer of employment. The offer will be conditional until all pre-employment checks have been completed.

This will follow up by an offer letter sent and an accompanying email detailing the steps to complete the pre-employment process.

At this stage unsuccessful candidates will be advised, with feedback provided on request.

Pre-Employment Checks

Pre-employment checks will take place which include:

- Checking of references
- Confirmation of qualifications/licences required.
- Confirmation of eligibility to work in the UK.
- Medical Clearance
- Disclosure & Barring Service (DBS check)
- Overseas check (if applicable)
- Teacher Services checks (prohibition and section 128 if applicable)
- Online checks

Appointment

Once the pre-employment checks are complete, the candidate will be contacted to confirm the offer of employment and arrange a suitable starting date.

On your first day working for Tall Oaks Academy Trust you will have an induction and you will receive a copy of your contract.

We will ask you for originals of all documentation to complete the pre-employment checks. These are requested to be brought at interview. If you do not have access to any original documents or certificates (birth certificate, marriage certificate, deed poll, any relevant qualifications etc) you will need to contact the relevant organisations to request these.



Applying for one of our roles

Please fill in an application form, ensuring all details are completed. Incomplete applications may not be taken forward to shortlisting and instantly rejected. The information below will help you complete the form and explain why we ask for the information that we do.

Personal details

Please include any previous names. We will ask for proof of any name changes through marriage or deed poll.

Employment Details

Please add details of your employment history, starting with the most recent. Please also account for any gaps in employment within this section (raising a family, career break, travelling etc). We will need to contact your current employer for a reference.

Education Details

Please add details of the qualifications you hold (GCSEs, A Levels, Degree etc). Please ensure that you refer to the qualification requirements in the person specification as only candidates who meet or exceed the minimum qualification will be eligible for shortlisting. Please note that if you are successful you will be required to produce the original certificates for the relevant qualifications. Any other qualifications or courses that you have undertaken that are relevant to the job role please also note down and provide original certificates for.

Personal Statement

This is your chance to shine and show us why you are the best candidate for the job! Read the job description and person specification carefully and think about how your knowledge, skills and experience match the criteria listed for the job. Make full use of this section and where possible give examples to show how you match the criteria we are looking for.

References

References of shortlisted candidates will be requested before interview (unless stated otherwise on the application form). Referees will be contacted via email and may be contacted by telephone.

At least one referee should be your current employer and you should provide a referee at your last post working with children if not currently doing so.

Two satisfactory references must be received before we confirm any offer of employment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references addressed 'to whom it may concern' will not be accepted. Relatives or friends will also not be accepted as suitable referees. An official employment email address must be provided, person email address' will not be contacted.

On receipt of your references, your referees will be contacted to identify their identity, relationship to yourself, any discrepancies, anomalies or relevant issues as part of our safer recruitment process.

Online Checks

Online Checks will be completed before the interview for shortlisted candidates. The purpose of completing an online check is to see if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check is completed before interview so that any issues or concerns can be explored further at interview.

Declaration

Signing this section declares that you have read, understood and agreed to Tall Oaks Academy Trust's Privacy Notice and the information you have given in your application is to the best of your knowledge, true and correct and may be stored and used in accordance with the Trust's GDPR Policy.



Recruitment and Selection Statement

1. The Trustees are committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social, and cultural development, of
- children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and
- circumstances are appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and
- tolerance for those with different faiths and beliefs;

and expects all staff, volunteers, and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trustees recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality, and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- Satisfactory social media checks
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error. Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis considering the nature, seriousness, and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).
- This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling, and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;
- to verify employment history.

Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Policy is available upon request.



Tall Oaks Academy Trust
Whites Wood Lane, Gainsborough

Tel: 01427 613097 |

Website: <https://www.talloaksacademy.co.uk/web/>.