

# APPLICATION PACK



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**MEADOWFIELD**



TEAMWORK



KINDNESS



HONESTY



RESPECT



UNDERSTANDING

# Letter from the Executive Principal

Dear Applicant

Thank you for your interest in working with Meadowfield School.

Meadowfield School, judged to be outstanding in all areas by Ofsted (March 2019), is proud of all of its work including:

- Our highly regarded inclusion and outreach service which supports all schools and settings throughout Swale, comprised of Meadowfield Inclusion and Development Centre (MIDAS) and our team of Specialist Teachers
- Being a founding member of the Kent Special Educational Needs Trust (KSENT)
- Our wholistic approaches for support pupil wellbeing

Meadowfield School has talented pupils and students, skilled and caring staff, a committed Governing Body and supportive parents and carers.

I hope that you find this candidate pack useful and I urge you to look on our website for further details about the school. If you would like further information about the post or would like to arrange a visit prior to submitting your application, please contact our HR Team— [hr@meadowfield.kent.sch.uk](mailto:hr@meadowfield.kent.sch.uk)/ 01795 477788- option 5.

Application is through Kent Teach and please note that CVs will not be accepted.

I look forward to receiving your application.

**Jill Palmer**

**Executive Principal**

**Meadowfield School**





# Welcome

## Meadowfield School

Meadowfield School is the District Special School for Swale located in Sittingbourne and currently has just under 400 pupils with profound, severe and complex needs including autism. We are comprised of the following:

- **Observation and Assessment Nursery, Honey Bees**
- **Early Years**
- **Engage Department**
- **Explore Department**
- **Enquire Department**
- **6th Form**
- **2 Satellite Classes at Sunny Bank School and a Satellite Class at Fulston Manor**

Approximately 60% of our pupils have a primary need of Autistic Spectrum Disorder (ASD), approximately 26% have a Severe Learning Difficulty (SLD), and approximately 10% have a Profound Multiple Learning Difficulties (PMLD). In addition, pupils may have speech, language and communication needs, physical difficulties, multi-sensory impairments and social, emotional and mental health difficulties.

We offer support, training and advice to schools, nurseries and settings throughout Swale through our Specialist Teaching and Learning Service (STLS) and through our Meadowfield Inclusion Development and Support Centre (MIDAS).

Meadowfield is a modern, purpose built school designed to enable easy access to all of our facilities and we will see significant expansion over the next several years.

We are an ambitious school that celebrates the success of each individual.

What we are most proud of, however, are our pupils who make excellent progress over time from their starting points and who are well prepared for their next stage. The staff of Meadowfield (over 260 staff members) are highly skilled, dedicated, enthusiastic and have high expectations of what pupils can achieve.

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*'Senior leaders and staff share [a] passion and, together, are determined to unlock the potential in every pupil... to ensure that your pupils have the capacity to achieve the best possible outcomes, both at the school and in their future lives.'*


Ofsted, March 2019



# Staff Benefits

We understand what an important role our staff play in the creation and development of our learning environment. All staff at Meadowfield School are eligible for a range of financial and personal benefits, designed to enhance your day to day working life.

**Benefits include:**

- A thorough Induction provided to support new staff members.
  - Continuous Professional Development and Training, including access to a complete catalogue of eLearning.
  - Coaching sessions for Teachers.
  - Kent Rewards, which provides a range of discounts and cash-back for many well-known brands.
  - Our Employee Assistance Programme, provided through Validium, which offers free and confidential support for employees (by telephone or online). Includes counselling support, support with conflict and relationships, health and wellbeing, legal information, child and elder information, money and debt support and signposting to specialist agencies.
  - Automatic opt-in to either the Local Government Pension Scheme, or the Teachers' Pension Scheme.
  - Effective Administrative Support.
  - Financial Incentive packages.
  - Free use of Multi Gym (Swanstree Avenue)
  - Free on-site parking
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## Guidance on completing the Application Form

The application form will form the basis for shortlisting. It is important therefore, that all information relating to your application must be included on the application form.

**Shortlisted candidates will be invited to interview by email. We would strongly recommend that you check you junk / spam email folders in the week following the closing date for the advert.**

For reasons of consistency and fairness in selecting shortlisted candidates, CV's will not be considered. A brief covering letter is acceptable but this will not be considered as part of your application so it should not be used to provide further detail of your experience.

Please complete all sections of the application form using the job description and person specification as your guide. The person specification describes, for example, the skills, qualities and knowledge that we require from the successful application and will be used as a basis for shortlisting. Please also use this person specification as the basis of your personal statement.

### **Present and Previous Employment**

As part of the school's safer recruitment procedures, we will need to see a full employment history. All relevant work experience including part-time work, temporary jobs or voluntary work should be included. Please provide a short explanation of any career breaks that you may have had. Ensure that the information is provided in chronological order with the most recent first.

### **Continuing Professional Development**

Please give details of significant aspects of your continuing professional development over the last three years.

### **Personal Statement (Reason for Application Section)**

Please note that more successful applicants will use this section to:

- Use the person specification and job description to explain how your own skills, personal qualities and experience are relevant to the post.
- Provide clear evidence of your relevant skills, personal qualities and experience by describing specific examples—from your past practice and experience when you have demonstrated these attributes.
- Clearly link your examples to the person specification criteria; this will assist the recruitment panel when shortlisting applications.
- Articulate your vision and values in relation to the school's context.

**This section should not exceed 2 pages of A4.**



# Guidance on Providing Suitable Referees

As part of the school's safer recruitment procedures, it is important that references are sought from specific individuals within your current (or most recent) and previous employer's organisation.

All offers of employment from Meadowfield school are subject to receipt of two satisfactory references. References will be requested after shortlisting and before interview; you can request that references are sought only after an offer is made by ticking the appropriate box on the application form.

- Your first referee must be your current or most recent employer.
- For school posts, we will always seek a reference from the Head Teacher.
- If your current or most recent employment does not involve working with children, and you have worked with children before, then you must provide a reference from your most recent children's workforce employer.
- Both references provided should be professional references; i.e. the referee is someone that you have worked for, or a school or university tutor; not a colleague, peer or a friend. Exceptions may be made only if you have not yet been in employment, or if you have had only one previous employer.
- Where possible, both references should be provided by a senior manager who is able to comment meaningfully on your suitability for the post.
- You should provide details of the referee's professional email address, not a personal email (e.g. Hotmail, gmail, outlook). References from personal email accounts will only be accepted in exceptional circumstances.
- References will only be obtained directly from the referee: testimonials or open references (those addressed 'To whom it may concern') will not be considered. Referees will be provided with a copy of the job description and person specification to assist them.

**We will request references on our standard school proforma and will usually expect all sections to be completed. As a minimum, all references must confirm:**

- your job role with the organisation,
- your start and leaving dates,
- whether you have been subject to any formal disciplinary or capability procedures within the last two years, including any details, outcomes or 'live' sanctions which are in place.
- where there have been disciplinary concerns which involved children or safeguarding, details of the allegations and concerns, whether an investigation took place, what conclusions were reached and any outcomes.
- whether there are any concerns about your suitability to work with children and, if so, the reasons.



## **Meadowfield School**

Swanstree Avenue, Sittingbourne, Kent, ME10 4NL

Phone: 01795 477788

Website: [www.meadowfield.kent.sch.uk](http://www.meadowfield.kent.sch.uk)

### **Meadowfield Sixth Form**

Ufton Lane, Sittingbourne, Kent, ME10 1JB

Phone: 01795 342147

### **Satellite Provision**

Sunny Bank, Murston, Sittingbourne, Kent ME10 3QN

Fulston Manor, Sittingbourne, Kent ME10 4EG