

**Application Pack**



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**Letter from the Principal**

Dear Applicant

Thank you for your interest in working with Meadowfield School.

Meadowfield School, judged to be outstanding in all areas by Ofsted (November 2014), 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
* Achieving the Leading Parent Partnership Award (LPPA)
* Being a founding member of the Kent Special Educational Needs Trust (KSENT)
* Achieving the Investor in Diversity Award
* Membership of Collaborative Learning Alliance of Special Schools (CLASS) as a Teaching School leading on continuing professional development
* Collaborative work with the Kent Association of Special Schools (KASS)
* Being recognised as 2015, 2016 and 2017 Kent Literacy Champions

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.

Application is through Kent Teach and please note that CVs **will not** be accepted. All applications will be acknowledged so please contact our HR Team, Kate Trevor and Sarah Goodwin, on 01795 477788 option3, if you do not receive a response.

I look forward to receiving your application.



**Jill M. Palmer**

**Principal**

**Meadowfield School**

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**Welcome**

**Meadowfield School**

Meadowfield School is the District Special School for Swale located in Sittingbourne and currently has 264 pupils with profound, severe and complex needs including autism.  We are comprised of the following:

* **Lower School Department** comprised of: **Early Years** which includes our **Observation and Assessment Nursery**, Honey Bees (38 pupils – 3 classes) and **Primary Department** (110 pupils – 13 classes)
* **Secondary Department** (84 pupils – 9 classes)
* **6th Form** (52 pupils – 6 classes)

Approximately 47% of our pupils have a primary need of Autistic Spectrum Disorder (ASD), approximately 34% 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 outstanding progress over time from their starting points and who are well prepared for their next stage.  The staff of Meadowfield (180 staff members) are highly skilled, dedicated, enthusiastic and have high expectations of what pupils can achieve.

*‘From the Nursery to the 6th Form,*

*pupils develop a joy of learning at*

*Meadowfield School’*

Ofsted, November 2014

**Values - Meadowfield School**





Sammy the **Safe** Snail **HAPPY** Man Percy the **PROUD** Peacock



Wilma the **WELCOMING** Piglet Ernie **ENTHUSIASTIC**

|  |  |  |
| --- | --- | --- |
| **School Values** | **Co-operative Trust**  **Values** | **Fundamental British**  **Values** |
| Pupil and stakeholder voice  **PROUD** | Democracy | Democracy |
| Moral Values  **SAFE** | Self—Responsibility | Rule of Law |
| Development of Citizenship  **ENTHUSIASTIC** | Equity and Solidarity | Individual Liberty |
| Equality of Opportunity  **WELCOMING** | Equality | Respect and Tolerance |
| Independence  **HAPPY** | Self-Help |  |



**Staff Benefits**

We understand what an important role our staff play in the creation and development of our learning environment. Designed to enhance your day to day working life, we offer some excellent benefits:

**Benefits include:**

* Administrative Support.
* A thorough and great Induction provided to support new staff members.
* CPD Development.

**Going that extra mile**

All staff at Meadowfield School are eligible for a range of financial and personal benefits which include, but are not limited to:

* Financial Incentive packages.
* Kent Rewards.



**Guidance on completing the Application Form**

**Please complete all sections of the application form using the job description and person specification as your guide – especially the ‘Reason for Application’ section.** This section is your opportunity to really sell yourself, so please read the guidance below carefully.

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.

It is important that all information relating to your application must be included on the application form, as this will be the **only** information we use when shortlisting for external and internal candidates. 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.

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

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

* Use the person specification criteria 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.
* Provide any further, relevant information about yourself and your achievements that you have not included elsewhere in the application.

This section should not exceed 2 pages of A4.

**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.

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**Guidance on Providing Suitable Referees**

As part of the school’s safer recruitment procedures, all offers of employment from Meadowfield school are subject to receipt of **two** satisfactory references, usually from your two most recent employers.

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.

It is important that references are sought from specific individuals within your current (or most recent) and previous employer’s organisation.

* When your reference is from a school, we will always seek a reference from the Head Teacher.
* Your first referee must be your current or most recent employer.
* Your second referee should be your second most recent employer.
* If these employments did not involve working with children, then you must provide a reference from your most recent children’s workforce employer, if you have one.
* Both references provided should be professional references from a work email address (not a personal email such as hotmail, gmail, outlook). Where possible, they should be provided by a senior manager who is able to comment meaningfully on your suitability for the post.
* Exceptions may be made only if you have not yet been in employment, or if you have had only one previous employer. Ideally you should try to obtain a character reference from an upstanding member of the community, such as a school or university tutor or a religious leader; not a colleague, peer or a friend.
* 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.