Shenfield High School is an 11-18 academy school, fully committed to the development of all staff. Shenfield High School is committed to high standards, a holistic approach, student wellbeing and learning for life. We expect all staff to share this philosophy.

**Application Form and Letter of Application**

The School requires applicants for posts at the School to submit their basic data in a standard format, in order to facilitate personnel administration and the necessary checks. Please be sure to complete accurately all sections, in particular that you give a full employment history (including part-time and voluntary work) with specified commencement and end dates, including explanations for any gaps.

You need also to include on the separate sheet provided:

* Details of two referees, one of whom should be your current or most recent employer. (Please note it is our practice to approach employers before we interview.)
* A declaration (where relevant) of any family or close relationship to existing employees of the School or its Governors.

In addition to the Application Form, the School invites you to submit a letter detailing how your educational philosophy, experience and aptitudes have prepared you for the post advertised.

**The Interview**

If you are called for interview, you will be given suitable opportunities to gain a real “feel” for the School and its students, as well as a chance to talk at length to your potential new colleagues about our expectations of you and aspirations for the School. It is important for all concerned that you are as happy at the prospect of working with us as we with you.

In the light of the legal formalities below, it will be important that you bring with you:

* Documentary evidence (one of which must include a photograph) of your identity, e.g. birth certificate, passport, driving licence, marriage certificate or other change of name documentation.
* Original documents confirming your educational and/or professional qualifications.

**Legal Formalities and Child Protection Issues**

In common with all schools, Shenfield High is committed to safeguarding and promoting the welfare of all children and young people in its charge. It follows that all adults in its employ must be aware of their duty of care to young people and be suitable persons to work closely with children. Please note:

* Appointments to the School are subject to a Police check, which will be made in accordance with the Disclosure and Barring Service (DBS) requirements at the enhanced disclosure level.
* School posts are exempt from the Rehabilitation of Offenders Act so that all convictions must be declared.
* The School further reserves the right to approach current and any previous employers for references, though will not do so without your consent.
* An employee who has provided false information (or omitted material information) on appointment could subsequently be subject to summary dismissal.

**Appointment Offers**

An offer of employment will normally be made to the selected candidate on the day of the interview. Please note:

* Any offer of employment will be made on condition of DBS disclosure, medical clearance and confirmation of your qualifications and relevant professional membership (e.g. GTC registration).
* The offer will also be conditional upon the receipt of two satisfactory references (which we would normally expect to have established before the interview).

**Induction of New Staff**

Induction plays an important role for ensuring that new members of staff fully understand the roles they hold and the expectations that prevail at Shenfield.

We believe strongly that the support and development of staff throughout their career is a vital aspect of our work.

Newly Qualified Teachers will be subject to one-year’s satisfactory probation before confirmation of tenure in post. However, they will also benefit from an extensive Induction programme and on-going support.