



EYFS – Nursery Teacher

INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of EYFS - Nursery teacher at Oasis Academy Short Heath.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete all sections of the application form including the equal opportunities monitoring (CVs are not accepted) and return it to Oasis Academy Short Heath by either of the following ways:

E-Mail: debbie.allen@oasisshortheath.org

Post: Oasis Academy Short Heath, Streetly Road, Erdington, Birmingham B23 5JP

The closing deadline for applications is no later than **12 noon on Friday 11th June 2021**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held w/c **14th June 2021**.

Informal visits are welcome. Please ring the academy office on the number above to arrange.

If you would like to know more about us before you apply please see our website at www.oasisacademyshortheath.org/ or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest.

Yours sincerely

Michelle Lee
Principal

The Academy, is part of Oasis Community Learning (OCL). OCL collects and processes personal data. Personal data is any information that can lead to the identification of a specific individual. Data we collect relates to various groups of data subjects (i.e. individuals) including parents, carers, students, siblings, our employees, volunteers and others involved in the life of the Academy. Data is collected for a variety of purposes including our legal and educational obligations, as well as statistical reporting. Some personal information we process is required to meet these obligations, whilst other information we process requires the specific consent of the individual and is optional and these circumstances are clearly indicated where relevant. The data is retained and managed in accordance with the OCL Data Protection and associated policies. More information about the processing of data within OCL can be found on the Academy and OCL websites within the Privacy Notice or can be obtained by contacting the Academy directly.

Principal - Mrs Michelle Lee

Streetly Road, Erdington, Birmingham, West Midlands B23 5JP
Tel: 0121 373 6056 . Fax: 0121 382 1086 . www.oasisacademyshortheath.org

Oasis Academy Short Heath is sponsored by Oasis Community Learning www.oasiscommunitylearning.org – part of Oasis UK.
Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales (No.5398529) and an Exempt Charity Registered Office: 75 Westminster Bridge Road, London SE1 7HS

Job Description

Job Description

| | |
|--------------------------|---|
| POST: | Teacher – Primary (generic) |
| RESPONSIBLE TO: | The Principal, under the day-to-day management and leadership of the Phase Leader |
| SALARY: | MPS 1-6 (U1-3 as appropriate) |
| LOCATION: | Oasis Academy Short Heath |
| WORKING PATTERN: | Full-time as described in the School Teachers' Pay and Conditions Document |
| DISCLOSURE LEVEL: | Enhanced |

JOB PURPOSE:

To carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Principal.

To ensure high quality curriculum provision and effective teaching and learning within the curriculum area and to carry out the professional duties of a qualified teacher in accordance with the current DCFS Teachers' Pay and Conditions document

To perform, in accordance with any directions which may reasonably be given to him by the Principal from time to time, such particular duties as may reasonably be assigned.

SPECIFIC RESPONSIBILITIES:

A. Teaching:

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him/her:

- Planning and preparing courses and lessons;
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils.

B. Other activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.

- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Assessments and reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Educational methods:

- Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

External assessments:

- Participating in arrangements for preparing pupils for external assessments, assessing pupils for the purposes of such assessments and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such assessments.

C. Personal Development and Performance

Appraisal:

- Participating in arrangements made in accordance with the agreed school performance management procedures the appraisal of his performance and that of other teachers.

Review, induction, further training and development:

- Reviewing from time to time his/her methods of teaching and programmes of work.
- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
- In the case of a teacher serving an induction period, participating in arrangements for his/her supervision and training.

D. School Organisation

Discipline, health and safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings:

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover:

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

(except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year)

E. Administration:

- *(a teacher is not expected to undertake routine administrative tasks that do not call for the exercise of a teacher's professional skill and judgement nor those tasks specified in the workforce agreement)*
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

F. Professional requirements

- Consistent performance to the qualified teacher standards.
- Consistent performance to the induction standards.
- Commitment to work towards the vision for the school.
- Agreement to work within the values of the school.
- Commitment to co-operate in delivering the objectives for the school as set out in the management plan.
- Commitment to continue with own personal and professional development.
- Agreement to work within all school policies and procedures.

G. Safeguarding Children

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Teacher – Primary Person Specification (generic)

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

| | Essential | Desirable |
|----------------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> Qualified Teacher Status | <ul style="list-style-type: none"> Evidence of continuing in-service professional development |
| Experience, Skills and knowledge | <ul style="list-style-type: none"> Recent experience of primary teaching Knowledge & understanding of different learning styles Understanding of the role assessment Understanding of the role motivation plays in learning Knowledge of current trends and developments in education Evidence of good classroom practice Able to establish a happy, challenging and effective learning environment Able to develop positive relationships with staff, governors, parents, visitors and friends of the school Ability to exercise initiative | <ul style="list-style-type: none"> Classroom experience in mixed age settings Experience of work outside an education setting Experience of teaching a cross-curricular, thematic curriculum. Willingness to innovate and experiment with different approaches |

| | | |
|---------------------------|--|--|
| Personal Qualities | <ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. | |
|---------------------------|--|--|

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Barred List Check
- Satisfactory DBS Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.

Education Charter

Introduction

Oasis Community Learning is one of the Oasis family of charities that is now established on five continents, providing education, health, housing and youth and community services. Oasis Community Learning is responsible for the **Oasis Academies**.

Fundamental to all Oasis activities are five core values at the heart of the **Oasis Ethos**:

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

The Education Charter is the foundation document for Oasis Community Learning and the Oasis Academies. It is an expression of:

- Our inspiration
- Our guiding principles
- The framework for what we seek to do with the children, young people and families that we serve.

The Education Charter was developed during 2009 with contributions from:

- Students, staff, parents/carers, businesses and other members of the Academy communities
- Principals and Executive officers of Oasis Community Learning
- Other parts of the Oasis family in the UK and abroad.

It has drawn from and complements the guidance for maintained schools about the new framework for Ofsted inspection introduced in September 2009.

The Education Charter was confirmed by the Board of Trustees of Oasis Community Learning on 14th December 2009. It will be reviewed regularly.

Our fundamental aim is to create and maintain an ethos in the community hubs and Academies that reflects our core beliefs, values and behaviours.

Education Charter Summary



Our Purposes

We shall establish and sustain:

- a network of high-achieving learning communities that:
 - enables everyone to realise their full, God-given potential
 - refuses to put limits on achievement

We shall ensure that:

- All Oasis Academies are among the most valued* schools in England, providing:
 - excellent opportunities for everyone to learn
 - enjoyment in learning and an education for the whole person
 - service to the whole community
 - state-of-the-art facilities

- All Oasis Academies are showing substantial improvements against challenging targets to raise standards across all aspects of their work

*Note: we understand 'most valued' in terms of the outcomes of this Charter – see page 6

Our Values

- We are motivated by the life, message and example of Jesus Christ
- Learning, achievement, personal fulfilment and good citizenship are at the heart of all that we do
- We want to serve our children, young people, families and local communities with love, optimism, enthusiasm and integrity
- We aspire to the following in all our educational work:

TRANSFORMING LIVES

Every person matters and we value everyone in the Oasis Academies

TRANSFORMING LEARNING

We have a passion for learning and we want everyone to achieve their full, God-given potential

TRANSFORMING COMMUNITIES

We are committed to community development and will help to increase community cohesion, locally, nationally and globally

Behaviours that we believe are essential for creating great places to learn

TRANSFORMING LIVES

Every person matters and we value everyone in the Oasis Academies

- Creating strong relationships based on trust, as the heart of our understanding of inclusion*
- Valuing and celebrating equality and diversity as the heart of the Oasis ethos
- Valuing the uniqueness of each person; recognising different talents or gifts that relate to the spiritual, emotional, physical and intellectual aspects of what it means to be 'human'
- Nurturing values like consideration for others, compassion, truthfulness, forgiveness, reconciliation, justice and a commitment to healthy and sustainable lifestyles
- Having the highest expectations of ourselves and others by: helping to create a 'can do' culture, wanting to do our very best and making a positive contribution to the community
- Providing inspirational leadership at all levels that models the Oasis ethos and is focused on relationships, creativity and life-long learning
- Developing full participation, strong team work and shared leadership among staff
- Developing student leadership and valuing all student contributions to improve learning, teaching and the overall quality of life in the Academy
- Listening to our stakeholders and partners and using their views to inform future developments

*Note: being motivated by our Christian beliefs means that we are inclusive, amongst other things. For Oasis Community Learning, inclusion is about accepting the person but being prepared to confront and challenge unacceptable behaviour. It is about being intentionally committed to:

1. Serving and respecting everyone regardless of their gender, marital status, race, ethnic origin, religion or belief, age, sexual orientation or physical and mental capability.
2. Acknowledging the freedom of people of all beliefs or none both to hold and to express their beliefs and convictions respectfully and freely, within the framework of the law.
3. Never imposing our Christian beliefs on others but seeking to behave in a Christ-like way with everyone.

TRANSFORMING LEARNING

We have a passion for learning and we want everyone to achieve their full, God-given potential

- Creating environments in all our Academies where learning is fun
- Providing all our students with excellent opportunities for learning and assessment to support learning
- Ensuring that students maintain good progress between the primary and secondary phases and other key transitions
- Aiming for 'good' to 'outstanding' standards of learning and teaching in all our Academies and, where necessary, getting the basics right to raise standards of attainment quickly
- Understanding and thinking critically about different worldviews as frameworks for learning
- Providing a forward-looking, broad and balanced curriculum which develops the gifts and talents of all students and those that teach and lead them
- Ensuring that Oasis Academies become centres of excellence for their specialisms

- Ensuring that students are accessing a wide range of extended opportunities for learning within and beyond the Academy
- Ensuring that learning balances knowledge and understanding with skills for life and caters for the whole person: academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally
- Providing progression routes for all students in the secondary phase that are attractive and accessible, helping them to meet challenging personal targets and achieve excellent results
- Enabling students to make a successful transition to interdependent living through employment, further/higher education or other beneficial activities; becoming confident, competent and fulfilled adults
- Providing learning and teaching in an environment that is healthy and safe and where there are excellent services for care, guidance and support, particularly for the most vulnerable students
- Developing a culture of mutual accountability and rigorous evaluation; being well prepared for external review and inspection
- Managing the resources that we are given in a responsible way to ensure maximum impact on the quality of education provided
- Developing our staff and sharing our successes between the Oasis Academies and more widely
- Measuring performance based on the aspirations and outcomes of the *Education Charter*, committing to continuous improvement
- Celebrating success widely and regularly; supporting others with their learning and being pleased when others do well

TRANSFORMING COMMUNITIES

We are committed to community development and will help to increase community cohesion, locally, nationally and globally

- Demonstrating our Christian values through a love for and commitment to others which is self-giving and offered with compassion but also holds people to account; promoting responsibilities as well as rights
- Believing and demonstrating that any situation can be transformed
- Valuing and engaging with the religious, ethnic and social diversity of our communities and using this diversity as a resource for learning and a means to improve community cohesion
- Working effectively with others to reduce poverty and social injustice, in all their forms
- Helping to transform lives and communities through the overall work of the hub and, for Academies, through the contributions of students and staff to local, national and global needs
- Reducing consumption of the Earth's resources and increasing sustainable lifestyles
- Showing resilience and not giving up when faced with difficulties
- Seeing the wider community committed to, engaged with and proud of their Academy

The Outcomes for Our Students

Oasis Community Learning is committed to measuring and evaluating the impact of the Education Charter and, in particular, the **outcomes for our students**. This can be done using quantitative evidence like exam results and also by gathering qualitative evidence about the experiences of students, parents & carers, staff and the wider community at an Oasis Academy (see Annex 3).

Outcomes for our students and other members of Oasis Academy communities:

- Students and staff express a high appreciation for being included, challenged, supported and safe
- Students, parents/carers, staff, key partners and members of the wider community express a high level of satisfaction, that places Oasis Academies among the most valued schools in England; for example, as measured by the range of opportunities for learning, the level of enjoyment in learning, the range of successes and the quality of facilities
- Students and staff of the Academies are actively engaged in learning opportunities beyond the formal curriculum; there are increasing opportunities for adult learning
- Students, parents/carers and staff report that the Academies provide care, guidance and support that enable them to achieve their personal best
- Academies provide evidence of improvements against challenging goals that exceed national minimum targets for examination success and other key performance indicators, for example, attendance, exclusions and the quality of spiritual, moral, social and cultural development
- Students make successful transitions during their progress through the Academies and from the Academies to employment, further and higher education or other beneficial activities and on to adult life; the achievements of students and staff are celebrated
- Community members express a high appreciation for the opportunities to get involved with the life of the Academy and the hub, the variety of services for the whole community and the contribution Academies make towards community development and cohesion, locally, nationally and globally
- Financial and resource management, including energy consumption, provides evidence of sustainable practices across the network of Academies
- Oasis Community Learning and the Oasis Academies are recognized nationally for educational excellence, strong governance and rigorous accountability

The Oasis Ethos

Oasis Community Learning is a Christian sponsor of Academies and this raises questions for some people. Therefore we want to explain a little more about what being 'Christian' means to us.

If organisational purpose sets out *why* an organisation does what it does, and mission describes *what* an organisation does in order to achieve the purpose, then ethos is about *who* an organisation is and the *way* it achieves its purpose and delivers the mission.

As with food, ethos is like a flavour or a taste that permeates a whole dish. It is in everything and flows through everything.

Ethos is the very essence of Oasis, our organisational DNA. In short, our ethos is our identity or personality.

A person's identity or personality can best be understood by observing or experiencing the way in which he/she behaves. It is the same for an organisation.

Many words can be used to describe Oasis' identity or its organisational behaviours but central to any such description are the following statements. Oasis has:

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is true to say a person's behaviours reflect what a person believes. In other words, what we believe about life determines how we behave and the things that we value.

Oasis' identity or organisational behaviours are rooted in, and flow from the Christian faith. Oasis' work is motivated by the life, message and example of Jesus Christ. How Oasis as an organisation behaves has a direct relationship to what Oasis as an organisation believes. Oasis' beliefs direct and shape the organisation's behaviours.

The following statements represent a few examples of Oasis' core beliefs:

- Each individual is made in the image of the God who created all of us, making us all equal and different.
- God is love. Love is not simply one of God's attributes, but rather the very essence of his nature. This love pervades the universe and is unconditional rather than earned.
- God became human in the person of Jesus Christ. He came to where we are. He shared our experience of life. He felt joy and pain. He engages with us and understands us.
- Jesus served others rather than expecting to be served and willingly sacrificed his life through the cross.
- Jesus rose from the dead. Death is not the end. There is resurrection and hope.

Therefore, it follows that Oasis will behave by:

- Seeking to serve all people equally, respecting their differences and aspiring to meet the needs of the whole person and the whole community because each person is valuable to God.
- Accepting others for who they are because they are accepted and loved by God.
- Engaging in the whole life of the communities we work in.
- Sacrificially serving both the individuals and the communities with whom we work.
- Living with the hope that transformation is always possible because the resurrection of Christ shows that even the darkest situation can be overcome.

Oasis behaviours cannot be separated from its beliefs; they are integral to one another. Oasis believes that its beliefs cannot have their full validity if they are not lived out. Equally, the behaviours cannot fully represent Oasis without an understanding that they demonstrate the Christian faith. The beliefs and behaviours together constitute Oasis' ethos.

However, Oasis never seeks to impose its beliefs on anyone. Oasis is always clear with staff, students, parents/carers, volunteers and any other parties about the fact that its behaviours and the things that it values flow directly from its Christian beliefs. But to be part of Oasis does not require anyone to own or accept these beliefs.

Note: Oasis Community Learning will also be producing

- statements that explain our understanding of key concepts like 'knowledge', 'truth' and 'transformation'
- 'think pieces' for staff development, and other interested individuals, that will explore issues like the relationship between Christian distinctiveness and an inclusive approach to the whole community; the implications of a Christian world view for curriculum design; the science v. faith debate
- Resources to develop the Oasis ethos in our Academies based on the behaviours identified in Steve Chalke's *Apprentice: walking the way of Christ* - journeying; longing; believing; questioning; belonging; serving; persevering; forgiving; listening; engaging

Child Protection Policy

Oasis Community Learning fully recognises its responsibilities for child protection.

Our policy applies to all Oasis Community Learning's directors, staff (central and Academy-based), governors and volunteers working in and with Oasis Community Learning Academies.

There are five main elements to our policy. We are committed to:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

Application Form

Section A

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephoning our Recruitment Team.

| | |
|---|--|
| Post Applied For: | |
| Location: | |
| How did you hear about this vacancy? | |

Personal Details

| | |
|---|--|
| Family Name (Including Preferred Title) | |
| First Name(s) | |
| Address (Inc. Postcode) | |
| Contact Telephone No: | |
| E-Mail Address | |
| Nationality | |
| Are you eligible to work in the UK? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Please state what documentation you can provide to demonstrate this e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK | |
| | |
| Note: Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your right to work in the UK. | |

Sections A, B and C of the Application Form will be detached prior to short-listing. Panel members will not have details of your personal information until after short-listing has been completed.

| | |
|-----------------------------|--|
| For Office Use Only: | |
| Application Number: | |

Application Form Section B

For Office Use Only:

Application Number:

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

DECLARATION

I acknowledge that Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform Oasis Community Learning if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by Oasis Community Learning as satisfactory.

I also declare that I will not contact any member of Oasis Community Learning to further this application (and I understand that to do so would disqualify me from further consideration) - unless the advertisement invites me to contact a named individual to seek further details.

Signed

Date

Application Form

Section C

For Office Use Only:

Application Number:

EQUAL OPPORTUNITIES

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as larger print or audio-tape, please contact us by writing, emailing or telephoning the Recruitment Team.

Oasis Community Learning is working towards equality of opportunity for all who apply for employment with the organisation. We are actively opposed to discrimination and want to ensure our processes support recruitment of the full diversity of people. We believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application.

Oasis Community Learning undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the Human Resources Department to be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy.

Your help in this matter is voluntary and will in no way affect your application.

Post applied for:

1. Please indicate your gender: *Male* *Female*

2. Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the groups indicated below. Would you describe yourself as:

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any Other White Background
- Please state:

Mixed/multiple ethnic groups

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed/multiple ethnic background
- Please state:

Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
- Please state:

Black/African/Caribbean/Black British

- African
- Caribbean
- Any Other Black/African/Caribbean background
- Please state:

Other ethnic group

- Arab
- Any other ethnic group
- Please state:

4. Do you consider yourself to have a disability within the meaning of the Equality Act 2010 (see end of this part of form for definition)?
- Yes No

We fully support the social model of disability and we recognise that people with different impairments or medical conditions can experience different barriers. If you have selected yes, please select the nature of your disability:

- Physical/sensory impairments
- Learning difficulty & specific learning difficulties
- Mental health difficulties
- Medical conditions

5. What is your Religion, even if you are not currently practising?

- Christian inc. Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion
- Please describe:
- No religion

6. What is your sexual orientation?

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other
- Prefer not to say

Thank you for your assistance

Disability Definition

The Equality Act 2010 states “A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”

The Act goes on to state “A person can also qualify if s/he had a disability in the past and/or if s/he was on the register of disabled persons under provisions in the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996”.

DDA 2005.

Application Form

Section D

For Office Use Only:

Application Number:

If you are applying for a teaching post, please provide the following information:

Do you have QTS? YES NO

Are you registered with the GTC? YES NO

If yes, please provide number:

If you qualified after September 1999, have you completed your NQT statutory induction year YES NO

Note: Oasis Community Learning will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS, completion of Induction if applicable and registration with the GTC

Continuous Service

Oasis Community Learning recognises continuous service in Local Government Employment for all staff groups in order to calculate entitlements for maternity pay and leave, sickness pay and leave, annual leave period and redundancy.

What is your continuous service in LGE?

(dd/mm/yy)

Note: If you are offered the position, your continuous service date will be verified with your previous employer. Oasis Community Learning will not recognise continuous service without verification.

Present Post Details

Name and address of current employer, school or establishment:

Telephone Number:

Local Authority (if applicable):

Age range of school: (if applicable)

Date of appointment to organisation (DD/MM/YY):

Job Title

Contract Type

TEMPORARY PERMANENT

Date of appointment to post, if different (DD/MM/YY):

| | |
|---|---|
| Type of Appointment: | FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> |
| Salary/Allowance Details: | |
| Reason for Leaving: | |
| Date free to take up appointment (DD/MM/YY): | |

Previous Employment

Please list your most recent position first and continue on a separate sheet where necessary

| Name and address of employer (If this is a school please include name of LA and age range of school) | Position held (Please state if Full-time, Part-time or Supply) | Start Date (mm/yyyy) | End Date (mm/yyyy) | Reason for leaving |
|--|--|--------------------------------|------------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |

Please use the space below to explain any gaps in your employment.

Previous Employment with Children

Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?

YES NO

If yes, please provide details below. Oasis Community Learning reserve the right to contact any of your previous employers.

| Name and address of employer | Position held (Please state if Full-time or Part-time) | Start Date (mm/yyyy) | End Date (mm/yyyy) | Reason for leaving |
|------------------------------|---|-------------------------|-----------------------|--------------------|
| | | | | |
| | | | | |

Education

| Date | School/College/University | Subjects Taken | Examination Results/Grades |
|------|---------------------------|----------------|----------------------------|
| | | | |

Other Professional Qualifications including membership of Professional Bodies

Other Experience Relevant to the Post e.g. Work Experience, Voluntary positions

Personal Interests

If you need to give more information about any of the above, please continue on a separate sheet

Relatives/Other Interests

| | |
|---|--|
| Are you currently or have you ever been an employee or volunteer for any Oasis project? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If yes, please name the project: | |
| Are you related to, or know personally, any Oasis Community Learning employee? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Name of person: | |
| Position held within Oasis Community Learning | |
| Relationship of person to you: | |

| | |
|---|--|
| Have you applied previously for a post within Oasis Community Learning? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If yes, please give details: | |

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Enhanced Disclosure Check.

| | |
|---|--|
| Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

If you have answered 'yes' please give full details, continuing on a separate sheet if necessary

| |
|--|
| |
|--|

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.

| | | |
|--|------------------------------|-----------------------------|
| Have you ever been charged with, cautioned or convicted of a criminal offence? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes, please attach details including the offence and the date.

Referees

Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although Oasis Community Learning reserves the right to contact any of your former employers.

Please note that we will contact these referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relation to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department

| | 1 st Referee | 2 nd Referee |
|----------------|--|--|
| Name | | |
| Status | | |
| Organisation | | |
| Relationship | | |
| Address | | |
| Tel. No. | | |
| Fax No. | | |
| E-mail address | | |
| | Is this referee aware of your application for this post? Yes <input type="checkbox"/> No <input type="checkbox"/> | Is this referee aware of your application for this post? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Are you willing for this referee to be approached to prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | Are you willing for this referee to be approached to prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please return your completed application by email to debbie.allen@oasisshortheath.org or by post to:

Debbie Allen
Oasis Academy Short Heath
Streetly Road
Erdington
Birmingham B23 5JP

If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this post you will be required to sign your application form prior to interview.

Application Form Section E

For Office Use Only:

Application Number:

Post Applied For:

Please complete the following sections, using additional space if necessary.

1.

How do your personal qualities and professional experience qualify you for this position?

Please refer to the Job Description and Person Specification documents.

2.

How you would seek to incorporate the Oasis Community Learning ethos into your working practice?

3.

Professional Skills

Please provide a brief statement setting out how you have developed your professional skills.

Courses (relevant to this application and taken within the last 5 years):

| In service courses | Date | Venue |
|--------------------|------|-------|
| | | |
| | | |
| | | |

If necessary, please continue on a separate sheet

GDPR Candidate Privacy Notice

What is the purpose of this document?

Oasis is committed to honest and open relationships as part of the work we undertake in transforming communities. This is a fundamental part of our ethos.

Oasis Community Learning is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are legally required to comply with all aspects of the General Data Protection Regulation ((EU) 2016/679) (GDPR) and Data Protection Act 2018. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker, volunteer or contractor).

It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the GDPR.

Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and it will not be used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date. (Based on what you have provided to us)
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The Information we collect

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, address, telephone number(s), personal email address, National Insurance Number, information about your entitlement to work in the UK, employment history, qualifications, current and previous levels of remuneration and contact details for referees.
- The information you have provided to us in your curriculum vitae and covering letter (if you have submitted one).
- Any information you provide to us during an interview.
- Any paperwork you may provide post interview in the way of a passport, right to work or birth certificate.

We may also collect, store and use the following “special categories” or sensitive personal information:

- Information about your race, gender, national or ethnic origin, religious beliefs, or your sexual orientation.
- Information about criminal convictions and offences in the UK and internationally.
- Information about your medical history and fitness for work.

How is your information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Your Recruitment Agency, should you be recruited through this route.

- For teaching roles, the NCT Teachers Services whom we check your qualifications and any sanctions against you.
- CCPAS and Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect information about your previous employment details and suitability to work with us.
- A course provider if you list a qualification and we need to confirm details.
- Where applicable overseas police apply and the (potential) employer is required to complete a check.

Why do we process personal data?

Essentially, we need to process your personal information to decide whether to enter into a contract of employment with you. The lawful basis for processing your information in this way is Contract.

It is in our legitimate interests to make an informed decision whether to appoint you to the role that it would be beneficial to our business.

Having received your application form and any other supporting documentation you provide we will then process that information to decide whether you meet the requirements to be shortlisted for the role.

If we decide to call you for an interview, we will use the contact details you have provided to communicate with you about the recruitment process and take up references prior to interview (if you grant us express permission to do so).

We will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role we will then follow-up on any outstanding references and carry out pre-employment checks, as outlined in the OCL Recruitment and Selection Policy, Keeping Children Safe in Education (KCSIE) and DfE Guidance. These include (but are not limited to) confirmation of your Right to Work in the UK; verification of qualifications; satisfactory completion of a Health assessment and successful completion of an enhanced DBS check with barred list check and where applicable overseas police checks.

If you fail to provide personal information

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

How we use sensitive personal information

We will use your sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race, gender, national or ethnic origin, religious, philosophical or moral beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. We do this with the explicit consent of job applicants, which can be withdrawn at any time.

Information about Criminal convictions

We are obliged to seek information about criminal convictions and offences in the UK and in certain cases internationally. When we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) so is eligible for an enhanced check from the Disclosure and

Barring Service.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. Further information is available in our Recruitment & Selection Policy.

Automated decision making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data Sharing

Why might you share my personal information with third parties?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, the central People Directorate, shortlisters and interviewers involved in the recruitment process, line managers in the area where the vacancy sits and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.

The organisation will share data with third party employment background check providers to obtain necessary background checks (for example our occupational health provider when required) and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.

We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. For more information please refer to the Oasis Community Learning [Privacy Policy](#).

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office (ICO), the UK regulator for data protection issues, of any suspected breach where we are legally required to do so.

Data Retention

How long will you use my information for?

If your application is unsuccessful, we will retain your personal information for a period of **6 months** after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

What if a candidate is successful? And also for agency staff who are successful and engaged for longer than a month should their information be kept in line with other fixed term/permanent staff?

Rights of access, correction, erasure and restriction

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”)
- **Request correction** of the personal information that we hold about you.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Sarah Otto, Data Protection Officer (DPO).

Data Protection Officer

Our DPO oversees compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO.

Sarah Otto
Data Protection Officer
Oasis Community Learning
Interchurch House, 35-41 Lower Marsh,
London,
SE1 7RL
020 7921 4200 / DPO@Oasisuk.org

If at any time you believe we have made an error in the way we have processed your personal data, you have the right to make a complaint to the ICO at: www.ico.org.uk.