



## Guidance for Candidates on our Application Process at Dee Banks School

**Take a journey through our world where every student matters!**

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We advise all applicants to research online information about our school available on our website. You can also read our Ofsted Reports and look at our Twitter account.

<https://www.deebanksschool.co.uk>

At Dee Banks School our application process is on the jobsgopublic (JGP) site as part of the Cheshire West and Chester Teaching Vacancies website.

<https://ats-cheshirewest.jgp.co.uk/vacancies/list?source=1273-council-website>



Data Declaration
Before You Apply
Personal Details
Employment History
Education & Qualifications
Continued Professional Development
Application Questions
References
Other Details
Equal Opportunities

You will see the application form is split into sections as shown here on the left.

You will need to complete all the sections.

In the 'Application Questions' section there are two boxes that will cover what typically might be included in a covering Letter of Application.

It is possible to draft your text for these sections elsewhere and then copy and paste your text into the relevant box. There is a word limit of 1000 words in each section.

## **Completing your Application**

- Complete all parts of the online application form.
- Use clear, plain English. Do not use all block capitals or all lower case.
- Check your spelling and grammar. Read what you have written back to yourself; does it make sense? If possible, ask someone else to proofread it for you. Any errors at this stage will reduce the chances of your application being shortlisted.
- Tailor your application form to the job you are applying for, by carefully reading the job description and our school vision statement and matching your skills and experience to the criteria in the person specification.
- The supporting information section is your opportunity for you to tell us why you are applying for this role at Dee Banks School and why you think you are the right person for the post. Use this opportunity to provide additional supporting information where you have been unable to add elsewhere. Please write no more than 1000 words.
- The person specification section is where you give details of how you meet the specifications for this role referring to the person specification and the school vision statement provided. Please write no more than 1000 words.
- Always back up what you are saying with tangible and relevant examples of your experience, achievements and any resulting key learning. So rather than just writing 'I am a good team player', give examples of teams you have been part of, your role within those teams and an explanation of what you achieved through working collectively.

## **Shortlisting**

We will use the information in your application form (but not the equal opportunities monitoring information) to draw up a short list of candidates to be invited to interview. Shortlisted candidates will be contacted soon after the closing date; no discourtesy is intended in not contacting you if your application is rejected.

## **Success Following Interview**

If you are successful at the interview stage, we will contact you by telephone to make a conditional offer. This will be followed up in writing as soon as possible. We will ask referees for references if we have not already received them and ask you to complete an online occupational health pre-placement questionnaire.

## **Disclosure and Barring Service (DBS) Checks**

We are committed to the welfare and safeguarding of children and vulnerable adults. All our roles are subject to an Enhanced clearance from the Disclosure and Barring Service. As an equal opportunities' employer, we will consider all applications fairly and on merit. Information supplied will be treated in confidence and will not be used as the sole criteria to decide an applicant's fitness for the position.

Unless an appointment is prohibited by law, a criminal conviction will not automatically debar the applicant from appointment. Applicants will be given an opportunity to discuss any information supplied before a final decision is taken regarding their appointment. Once all your pre-employment checks have been completed successfully, we will contact you to arrange a start date and send your new contract of employment to you before your first day.

## **Further Information for Candidates**

The School:

Dee Banks School is a local authority-maintained school based in Chester, the school is an all-age Special School for children and young people aged from 2 to 19 years of age. It caters for children and young people with Severe Learning Difficulties (SLD), Profound and Multiple Learning Difficulties (PMLD), Autism and Complex Needs.

Our aims:

- For our pupils to become as independent as they can possibly be.
- To foster self-esteem and confidence and for all pupils to fulfill their potential.
- For pupils to be an active and valued member of their school community and the wider world.
- To provide a safe and nurturing environment where pupils can thrive.
- To ensure all pupils are 'listened to' and there are opportunities to express their wishes and make meaningful choices.
- To fully prepare pupils for a successful transition to adulthood.
- To develop positive relationships with families and work together to ensure the best possible outcomes both now and in the future.

We will achieve our vision by:

- Continually developing our curriculum to meet individual needs.
- Ensuring we are equipped with relevant resources and training to meet the diverse needs of our pupils.
- Ensuring we have a safe, stimulating and well-maintained learning environment for pupils and professionals.
- Working closely with other professionals and agencies to ensure a holistic approach to teaching and learning.
- Engaging with our local and wider community to source opportunities for our pupils to learn outside of the school environment and support future transitions.
- Communicate effectively with parents and other stakeholders, providing frequent opportunities for them to be involved with the development of the school and to support individual pupils.

### Staffing:

There are currently fifteen full time teaching posts at Dee Banks School. There are at least two teaching assistants in each class working across the school as well as a Family Support Worker and a Nurture & Wellbeing Lead. As a school we also value the contributions to the school from our Administration Team, Site Maintenance Team, Kitchen Staff, Midday Assistants and Cleaners. The Governing Board also play a very active and important role in the school and the Local Authority (CWAC) provides regular on-site therapists.