

GUIDANCE FOR APPLICANTS

Mildenhall College Academy is fully committed to equal opportunities. Education should play a positive role in counteracting attitudes in society, which hinder the development of an individual's potential. We believe that good equal opportunities practice is synonymous with good educational practice and good management. The academy is happy to assist any candidates with disabilities to complete an application form and can modify the form i.e. large text, colour should it be required.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The academy has a clear policy and procedure for safeguarding and our selection process is designed to assess candidates' suitability for the role and for working with children. The purpose of the academy's safeguarding policy is to ensure every child who is a registered pupil at our academy is safe and protected from harm. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy. We fully recognise the contribution we can make to protect children from harm by supporting and promoting the welfare of all children who are registered pupils at our academy. The elements of our policy are prevention, protection and support.

Mildenhall College Academy welcomes applications from candidates using the academy's application form or on line Vacancy Filler form. This may be accompanied by a covering letter or statement but not a CV.

The academy complies with the DBS code of practice in regard to criminal record information and successful candidates will be required to have an enhanced DBS check before an appointment is confirmed. Candidates are invited to self disclose any criminal convictions when filling in the application form. The academy will not discriminate unfairly against any applicant on the basis of a conviction or any other information revealed. However, the academy will not employ any person who is barred from working with children as a result of a conviction. Candidates may wish to provide details of a conviction or other relevant information in a sealed envelope marked 'Confidential'. This will only be opened if a candidate is shortlisted for interview otherwise it will be destroyed. If a confidential disclosure indicates that a candidate has a previous conviction for an offence involving children or one that is so serious that it might mean that the person is barred from working with children, the academy will seek advice from its HR adviser or directly from the Independent Safeguarding Authority.

Selection Process

The selection process is designed to test candidates' fulfillment of the requirements for the role and their suitability to work with children. Candidates' applications will be judged against the criteria as laid out in the Person Specification and suitable candidates will be shortlisted for interview. The essential criteria of the Person Specification must be met in full. At this time references will be requested and it is important for applicants to indicate on their application form the names of two referees. In all cases where an applicant has previous experience of working with children at least one of the references should come from the last or current employer and in most cases this should be the Headteacher or Principal. If a candidate has not worked recently with children, and prefers to supply more recent references, we ask for a third reference from the last employer where the candidate worked with children. Under no circumstances will the academy accept open references or testimonials or any photocopies or originals provided by the candidate themselves. References will be expected to verify a candidate's suitability for the role and for working with children.

If shortlisted for interview candidates will receive a letter or email inviting them to interview and setting out the structure for the selection process which may require candidates to teach a lesson or take part in other activities. These will be specified in the letter or email. Throughout the selection process candidates will be judged about their suitability for the role and the process will conclude with the consideration of the candidates' suitability to work with children. Interview panels will consist of the Principal, another member of staff and in some cases a governor. For applicants who are shortlisted for interview any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The successful candidate will be informed at the end of the selection process and usually on the same day that they are receiving an offer of employment. This will be subject to all preemployment checks being carried out successfully, including satisfactory references, medical checks and a satisfactory DBS disclosure. Unsuccessful candidates will be offered the opportunity of a debrief.

Terms and Conditions

Current or previous employers will be contacted as part of the process of pre-appointment checks. An enhanced DBS check will be carried out and if an applicant is overseas trained, their eligibility to work in the UK will also have to be evidenced.

Candidates will need to supply:

- proof of identity, e.g. passport, driving licence with photograph
- proof of professional status where relevant, e.g. PGCE certificate, QTS certificate etc.
- proof of qualifications where relevant – degree certificate and proof of Maths, English and Science GCSE grade C or equivalent and for recent applicants to the profession Skills Tests certificates for Literacy, Numeracy and ICT. All certificates need to be original.

Successful candidates will also be asked to complete a medical form for clearance to work. All pre-employment check documentation will only be seen if a candidate is successful.

INFORMATION FOR APPLICANTS

Mildenhall College Academy, which originated as Mildenhall Upper School, converted to academy status with a multi-academy trust, the ATT (Academy Transformation Trust) in July 2013.

The academy an 11-18 mixed comprehensive, which opened in 1976 after Suffolk County Council's decision to introduce comprehensive education and the Government's decision to locate London overspill populations in the towns of Mildenhall and Brandon.

In September 2012 Suffolk re-organised to a two-tier model of primary and secondary school provision across its Western area. Mildenhall College Academy is 9 miles from its neighbouring school in Brandon, 11 miles from the school in Newmarket, and 13 miles from those in Bury St Edmunds. Besides the populations from the three towns of Mildenhall, Brandon and Lakenheath, the academy serves the villages in a broad rural catchment area, 16 miles across at its widest point. Well over half the academy's pupils travel to the academy by bus.

From September 2012, the academy has operated on a split site with the main school catering for years 7 to 11 on the Bury Road site and the Sixth Form (MCA⁶) on the Sheldrick Way site. Teachers are required to work in both sites but we aim to keep travelling from site to site to a minimum.

The catchment area is home to two large USAF contingents at RAF Mildenhall and RAF Lakenheath. The large American population has a significant impact on the local community, but the number of American children in the academy is relatively small. Most US forces' children attend the Department of Defence Junior and Senior High Schools at RAF Lakenheath and RAF Feltwell.

The academy's community is now well settled. Most pupils are now Suffolk-born and the term 'London overspill' is something of a misnomer, although many local families have kinship with east London. The academy population is truly comprehensive and over the years the socioeconomic mix in the community has become more balanced. There is still a lack of professional employment opportunities and many youngsters come from disadvantaged backgrounds, but there is a majority of supportive and aspirant families which is reflected in the consistently improved results which the academy has achieved throughout the last ten years.

The academy is welcoming and has a positive ethos. Achievement is celebrated and targeted and we are proud to record value added performance across the whole ability range. Our most recent OFSTED inspection (March 2015) awarded the academy with Good in every category. The latest report is downloadable from our website.

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Ms S Byles
Principal
Spring Term 2015