**Volunteer/Student Placement**

Application Pack

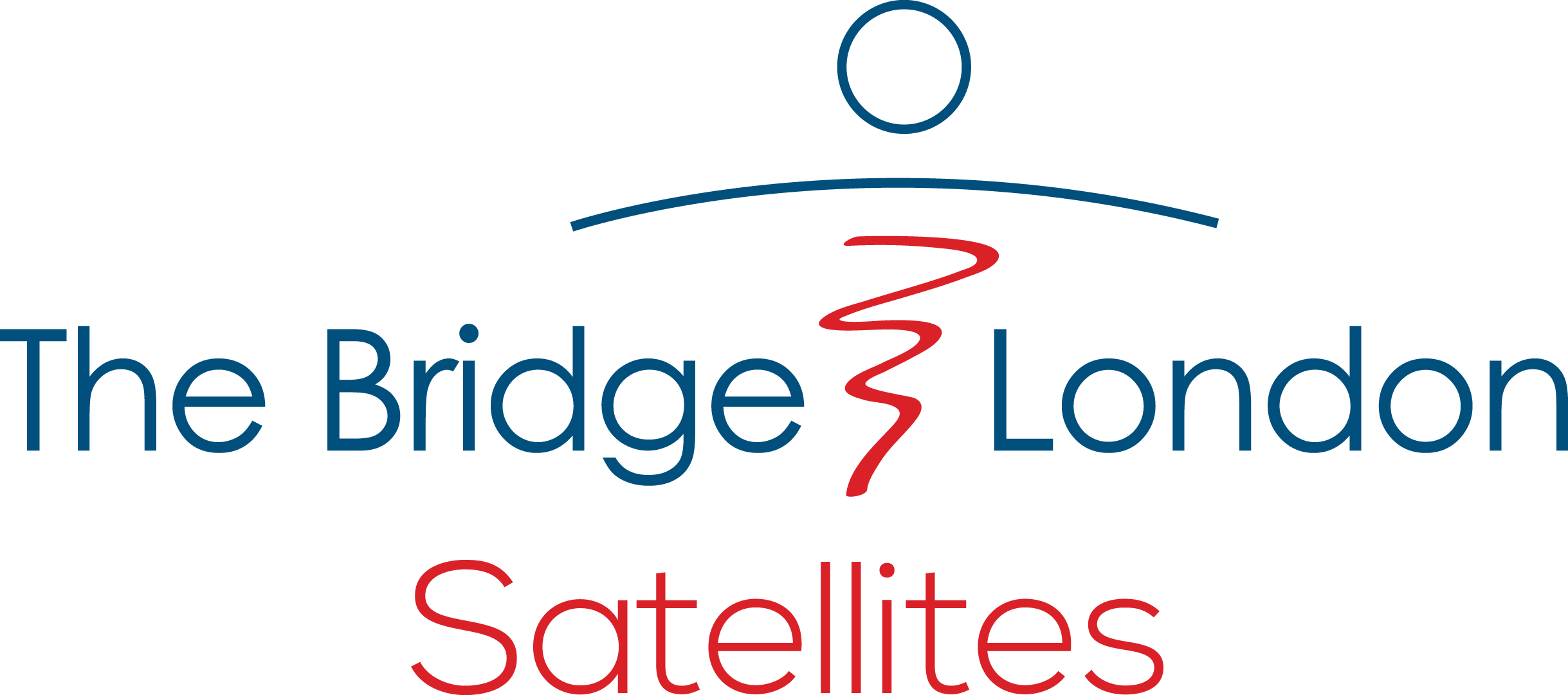
# About Us

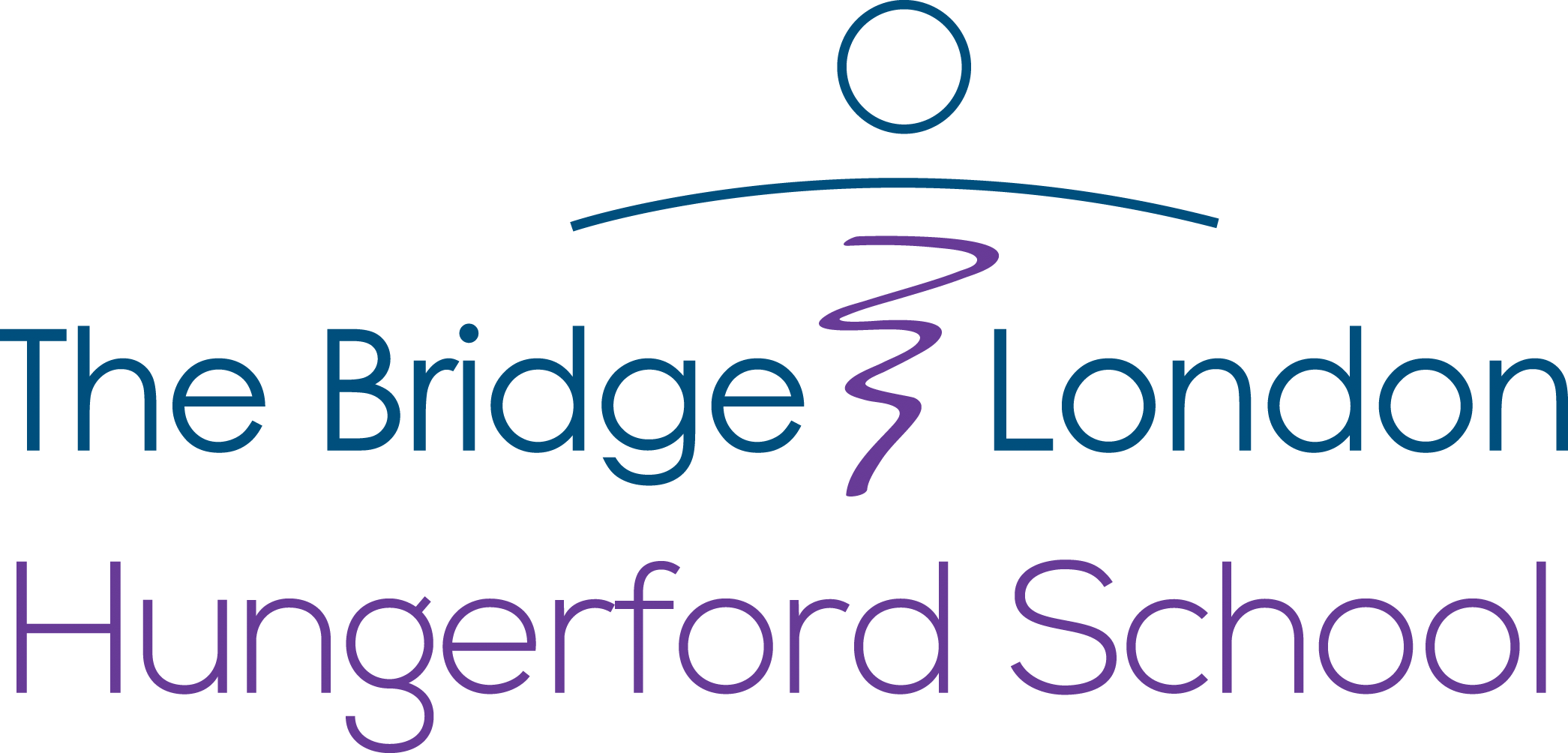
The Bridge Trust is a unique Multi Academy Trust which consists of multiple special school sites, one mainstream primary school, a Training & Development service, Satellite Provision sites, and an Outreach service.

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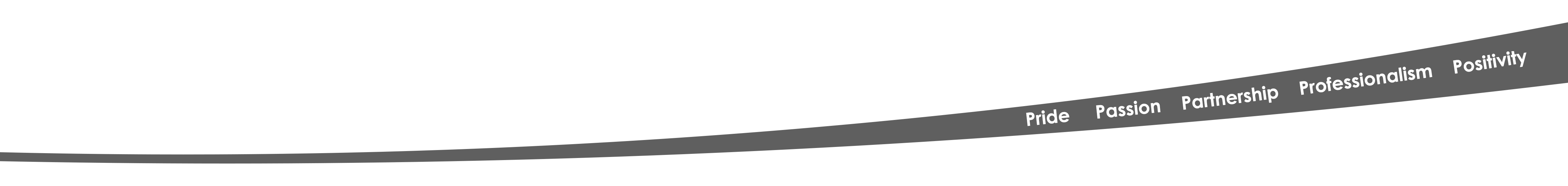
**The Bridge School** is a large special school which provides for pupils with severe learning difficulties and/or autism. It is based on two sites, a Primary site and a Secondary site. The Bridge School has been judged outstanding by Ofsted in its last three inspections.

**The Bridge Integrated Learning Space** (ILS) provides for pupils with extremely complex needs which often include sensory overload and behaviour which challenges. The focus of much of the work at the ILS is to support the pupils to feel safe in the school and community and to develop appropriate independence skills. In October 2017 Ofsted considered the school to be outstanding at its first inspection.

**The Bridge Satellite Provision** provides for pupils with autism who benefit from access to a mainstream curriculum but are not able to access mainstream education. This school is based on four sites and each site is located adjacent to a mainstream school. This allows us to provide for the very special needs of these pupils whilst also accessing opportunities for inclusion.

  
**Hungerford Primary School**, is a mainstream primary and co-located with The Bridge Primary School.

 **The Bridge Easton School** is a special school based in Norwich.

The Bridge Trust is unique, but not only in the collection of provision we have.

We also have a set of fundamental principles which drive and inform us. We are driven by our values – the five Ps – pride, passion, professionalism, positivity and partnership. All decisions and developments are anchored on these values. When recruiting we look for staff who will uphold these values.

# Personal Qualities

## Knowledge, Understanding and Experience

Volunteers/Students should be able to demonstrate:

* A willingness to understand the needs of pupils with severe, profound and multiple learning difficulties and autism.
* The ability to support good classroom practice and management.
* The ability to support the class team in specific areas according to the needs of the school.
* The ability to provide support in such a way as to promote the efficiency of the team.
* The ability to work as part of a multi-disciplinary team i.e., with members of the Health or Social Services team and other educational professionals.
* A commitment to working in partnership with the school community.
* An understanding of and a commitment to the School’s Equal Opportunities Policy.

# Application Process

Please return your completed application form via:

* Email: recruitment@thebridgetrust.academy
* Post/hand deliver documents to:

HR Department

251 Hungerford Road

London

N7 9LD

## Completing your application

We are delighted that you are considering a placement at our school. Please complete the application form as fully as possible in order that we can identify a suitable opportunity. If you wish to submit a supporting statement, this will be reviewed as part of your application.

Please complete and submit an equal opportunities form with your application form.

Please do not submit a CV as this will not be accepted.

## References

Candidates are advised that references will be taken up prior to interview. Please ensure that your referee is aware of the need to respond within the timescale set

The placement will be offered subject to satisfactory completion of safer recruitment checks.

## Safeguarding children

Prior to placement, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

## Disclosure & Barring Service

London Borough of Islington operates a Disclosure procedure in line with DBS guidelines. If you are selected for a placement that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application and for no other purpose. The application for an Enhanced Disclosure will be activated

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

Please contact HR Services if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to the HR Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

## Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington’s registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfill statutory requirements.

## Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

# Application Form

In order to match your skills to volunteer roles please give as much detail regarding your placement request as possible

(Please Circle Multiple Choice Questions)

|  |  |  |
| --- | --- | --- |
| Role | **Classroom Based ☐ Admin Based ☐** | |
| First Choice Preferred Dates | **From** | **To** |
| Second Choice Preferred Dates | **From** | **To** |
| Hours per week |  | |
| Site | **Primary Secondary ILS Satellite Hungerford Easton** | |
| First Choice Days | **Monday Tuesday Wednesday Thursday Friday** | |
| Second Choice Days | **Monday Tuesday Wednesday Thursday Friday** | |

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name |  |
| Known As |  | Any Former Names |  |
| Address |  | Post Code |  |
| Preferred Telephone Number |  | Email Address |  |
| National Insurance Number: |  | Date of Birth |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DBS Number |  | DBS Issue Date |  |
| DBS/CRB – Registered Body  (original copy must be verified by HR) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment History | | | |
| Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that there are no gaps in employment on your application form – please use a continuation sheet if necessary. Please include periods of unemployment etc if applicable. | | | |
| Name of Current/Latest Employer |  | | |
| Address |  | | |
| Telephone Number |  | Post Code |  |
| Job Title |  | | |
| Date From |  | Date To |  |

### Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Telephone Number |  | Post Code |  |
| Job Title |  | | |
| Date From |  | Date To |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Telephone Number |  | Post Code |  |
| Job Title |  | | |
| Date From |  | Date To |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Telephone Number |  | Post Code |  |
| Job Title |  | | |
| Date From |  | Date To |  |

|  |
| --- |
| Please provide details of any gaps of employment history – with dates |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| References | | | |
| Please give the details of two referees. One of these should be your Line Manager with your present and/or last employer. | | | |
| Referee 1 | | | |
| Name |  | | |
| Job Title |  | | |
| Address |  | | |
| Email Address |  | | |
| Telephone Number |  | Postcode |  |
| Your relationship  to the referee |  | | |
| Referee 2 | | | |
| Name |  | | |
| Job Title |  | | |
| Address |  | | |
| Email Address |  | | |
| Telephone Number |  | Postcode |  |
| Your relationship  to the referee |  | | |

### Qualifications and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education | | | |
| Name of School/College |  | | |
| Address |  | Postcode |  |
| Date From |  | Date To |  |
| University and College Education | | | |
| Name of University/College |  | | |
| Address |  | Postcode |  |
| Date From |  | Date To |  |

|  |  |
| --- | --- |
| Are you related to, or have a close personal relationship with any employee or school governor at this school? Yes ☐ No ☐ | |
| If Yes, please state their name/names  and the position they hold: |  |

**Data Protection:** *The school intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The school will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the school can be assured the information will be maintained in confidence and treated with all due care. The school tries to keep information held about you accurate and up to date. However, if you find any inaccuracies you have the right to have them corrected.*

**I authorise the school to check the information supplied and hold all such information in both paper and electronic formats.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Print Name |  |
| Date |  |

**Please return completed forms to:**

HR Manager  
The Bridge MAT  
251 Hungerford Road  
N7 9LD  
  
or via email: recruitment@thebridgetrust.academy

# Personal Statement

Please support your application with a brief statement setting out the skills you have and what you are hoping to gain from your placement. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant unpaid or voluntary work, study or training.

|  |
| --- |
| Please continue on a separate sheet if necessary |
|  |

# Equal Opportunities

## Disclosure of a Criminal Record

The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose any criminal record.

If the post that you are applying for involves such access it will be included on the Person Specification form. If your application is successful, you are required to make these disclosures and consent to the HR Manager, verifying the accuracy of your response with the Criminal Records Bureau.

All disclosures of a criminal record are strictly confidential. Checks are made only in connection with your application for employment with children and for no other purpose.

Disclosure of a criminal record will not necessarily debar you from employment with The Bridge School, this will depend upon the nature of the offence(s), frequency and when they occurred.

If you require further information, please contact HR on 0207 715 0320. Any offer of employment will not be confirmed where there is a failure to give relevant information.

|  |
| --- |
| Do you have a criminal record? (This includes Criminal Convictions or police cautions, spent or otherwise) Yes ☐ No ☐ |

If Yes, in the event of you being offered a placement, you will be required to give full details of your criminal record, in confidence, to the HR Manager prior to completing an application for a criminal record check with the Criminal Records Bureau.

Applicants should note that providing false information to obtain employment is a criminal offence.

|  |
| --- |
| Have you ever been disqualified from working with children or vulnerable adults? Yes ☐ No ☐ |

Barred List Checks will be undertaken for all shortlisted candidates.

|  |
| --- |
| If shortlisted, I give my permission for a Barred List Check to be undertaken prior to interview. Yes ☐ No ☐ |

# Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with the London Borough of Islington’s registration under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Print Name |  |
| Date |  |

# Equal Opportunities Monitoring Information

Please note that this information is processed anonymously in order that we can monitor the effectiveness of our policies and procedures and comply with legislation.

**We need accurate data on the composition of our workforce to do this**. It is important that you complete this page, which is removed from your application form before the shortlisting stage.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Former Name (If any) |  | | |
| Job Applying For |  | | |
| Date of Birth |  | Gender |  |

|  |
| --- |
| Do you consider that you have a disability under the Equality Act 2010 definition\* Yes ☐ No ☐ |

\*The definition of disability according to the Equality Act 2010 is: "A physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities". A long-term effect is one that has lasted 12 months, is likely to last 12 months or, is likely to last the rest of the person’s life.

## Additional Information

We try to make reasonable provisions for people with a disability. If there is any special help that you may require please detail below e.g. sign language interpreter, wheelchair access.

|  |
| --- |
|  |

## Ethnic Origin

I would describe my race or ethnic origin as: (Please tick the appropriate box below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian or Asian British | **☐** |  | Black or Black British | **☐** |
| Bangladeshi | **☐** |  | Caribbean | **☐** |
| Indian | **☐** |  |  |  |
| Pakistani | **☐** |  | African |  |
| Other Asian background (please state) |  |  | Eritrean | **☐** |
|  |  |  | Ghanaian | **☐** |
|  |  |  | Nigerian | **☐** |
| Mixed |  |  | Somali | **☐** |
| White and Asian | **☐** |  | Other African background (please state) |  |
| White and Black African | **☐** |  |  |  |
| White and Black Caribbean | **☐** |  |  |  |
| Other Mixed background (please state) | **☐** |  |  |  |
|  |  |  | White |  |
|  |  |  | British | **☐** |
| Chinese or other Ethnic Group | **☐** |  | Greek/Greek Cypriot | **☐** |
| Chinese | **☐** |  | Irish | **☐** |
| Filipino | **☐** |  | Kurdish | **☐** |
| Vietnamese | **☐** |  | Turkish/Turkish Cypriot | **☐** |
| Other Ethnic Group (please state) |  |  | Other White background (please state) |  |
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## Data Protection Act

We will process all data in compliance with the provisions of the Data Protection Act 1998.

Please sign below to freely give your explicit consent to allow the information, given on this form, to be processed in accordance with London Borough of Islington’s registration under the Data Protection Act 1998 for HR and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements, including but not limited to Sex Discrimination Act 1975, Race Relation Act 1976 and as amended, Disability Discrimination Act 1995.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Print Name |  |
| Date |  |