

**Vacancy: Driver**  
Northern House School (City of Wolverhampton)

Date: January 2018



**Believe, Achieve, Succeed**

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Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a casual contract on NJC Pay and Conditions (Rest of England and Wales).

Applicants should ensure that all parts of the application form are completed, together with a covering letter of no more than two sides of A4, in which you must demonstrate what you can bring to **Northern House School (City of Wolverhampton)**. CVs alone will not be considered.

The school is at an exciting phase in its development. We are in the third year, following academy conversion, being sponsored by Northern House School Academy Trust. We are a small school where all pupils are well known and understood by our experienced staff and we are proud of our pastoral care which ensures our pupils are well supported.

I trust that along with our website and this job pack you will gain a clear sense of what makes our school distinctive in an ever-changing world.

If you would like more information, or if you would like a tour of the school, please get in touch. It is important for potential employees to fully understand our culture and ethos 'at work'.

I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application form and equal opportunities statement. Please ensure your other information in support of your application addresses the person specification and your reasons for applying for the post.

Applications by email are encouraged and must be sent to [jobs@northernhouse.org.uk](mailto:jobs@northernhouse.org.uk) by **noon on Friday 23<sup>rd</sup> February 2018**. Unfortunately, we are only able to offer feedback to short-listed candidates.

Yours faithfully,

Adam Price  
Executive Headteacher

**About Northern House School (City of Wolverhampton)**

This new school stands on the site of what was previously known as 'New Park School' in the City of Wolverhampton.

Northern House School (City of Wolverhampton) is a special day school for 126 children aged 7-16 with Social, Emotional and Mental Health difficulties (SEMH).

Many of our pupils also have additional needs, often due to the co-morbidity of related medical conditions. Additional needs presented include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) requiring medication, visual and hearing impairments and physical conditions requiring assistance with personal care.

All pupils at Northern House School have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHC) and are admitted following close consultation with the referring local authorities. Pupils are taught in groups of around eight by an allocated class teacher and assistant.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School (City of Wolverhampton) we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.



Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functioning member of society. This is achieved by challenging pupils and staff to take the next step in their personal development.

It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (City of Wolverhampton), pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap and to move children along their educational journey.

Our school is a successful and happy one, where pupils feel valued and learn to take responsibility for themselves and others. We are blessed with children of many different age groups.

All pupils benefit from;

- in-house catering
- a multi-purpose sports hall, with space and equipment to host 5-a-side football, badminton, basketball, gymnastics and much more
- a design technology suite
- a food technology room
- science labs
- a library
- extensive grounds
- spacious classrooms equipped with interactive whiteboards and the latest computer technology



We regularly feature pupils' work and successes on our websites and seek to include all our children in school performances and off-site learning activities, experiences from which they may have been excluded in the past.

Our pupils receive a broad and balanced curriculum, aiming to meet their individual special educational needs. The school is committed to equal opportunities and all our pupils are expected to leave school with accredited qualifications. At all times pupils and staff are expected to work and behave responsibly, showing respect and consideration for others.

We are developing a culture of aspiration, achievement and personal growth for all pupils and we are committed to broadening their experiences through our enrichment programme. Themed days, residential excursions and an active Student Council combine to make this a busy school where everyone's talents are nurtured and stretched. I appreciate the hard work and dedication of the pupils, their teachers and support staff and I enjoy good communication with all our families. We put ourselves through twice yearly and rigorous self-evaluation. Our school motto is '**Believe, Achieve, Succeed**' so you can see this is not merely a slogan but a guiding principle for whole school improvement.

### **Remuneration**

The salary for the post will be on the NJC Terms and Conditions, Grade 2 (FTE £15,807.00 per annum or £8.19 per hour).

### **Additional Benefits**

All staff have access to a range of other discretionary benefits.

All staff have access to an Employee Assistance Programme and a Discounted Shopping Scheme

In addition to this, all employees have the ability to opt in to the following:

- Employer paid Health Cash Plan, which provides money back on a range of wellbeing and health items, such as Dental Surgery, Opticians, Physiotherapy and Chiropody.
- Various salary sacrifice schemes, including:
  - mobile phones
  - will writing
  - cancer screening

### **The Application Process**

The closing date for applications is **23<sup>rd</sup> February 2018**.

Interviews will take place week commencing **5<sup>th</sup> March 2018**.

Please visit our website and download application form, along with the job pack and advert information <http://www.northernhouse.org.uk/vacancies>. Applicants are asked to provide a completed application form, detailing any gaps in employment), ensuring your other information in support of your application is of no more than two sides of A4, in which you must demonstrate what you can bring to Northern House School (City of Wolverhampton).

Once you have completed your application please email it to [Jobs@northernhouse.org.uk](mailto:Jobs@northernhouse.org.uk)

Applicants must provide a minimum of two references, one which must be their current employer (or most recent permanent employer if not in permanent work). The reference must be of someone of a senior nature (normally Head Teacher in case of someone working in a school presently)

The school will shortlist applications based on the Job Specification provided.

Successful shortlisted candidates will be called for interview. During the interview candidates will be required to bring with them a range of Identification, as required under Safer Recruitment and Right to Work. Candidates will be required to bring their driving licence if called for interview.

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**Safeguarding**

Northern House School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

## JOB DESCRIPTION

<b>Job Title</b>	Driver
<b>Band/Job Group</b>	Grade 2
<b>Hours/Week</b>	17.5
<b>School</b>	Northern House School (City of Wolverhampton)
<b>Responsible to</b>	Executive Headteacher/School Business Manager

### Job Summary

- To drive minibus to provide transport of pupils to and from their homes or any other reasonable location (if applicable)

### Additional duties and responsibilities

#### Support to School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply and maintain school policies and procedures.
- Complete weekly and daily checks of transport and report any concerns or repairs
- Maintain and liaise with school staff of all reportable infractions of unsafe behaviour. Keeping records of any reportable issues to the appropriate members of staff and complete all paperwork pertaining to it on request.
- To promote high standards of behaviour whilst in transit as in school in accordance with Behaviour and Safety Policy.
- Support ethos of school.
- Maintenance of safe environment.
- Liaise with parents about transport arrangements and pupil behaviour.
- Assist with the supervision of pupils out of lesson time, including before and after school and break times.

#### Contribute to the ethos and priorities of the school

- Contribute to the development and/or implementation of school policies
- Promote the wider aspirations and values of the school

#### Driving

- Ensure that any vehicle that is allocated to the post holder is kept in a clean condition, both externally and internally.
- Ensure that, at all times, vehicles driven are roadworthy and comply in all respects with the law. To report all faults in the prescribed manner and co-operate in ensuring that servicing, repairs and maintenance are carried out effectively, as specified by Fleet Management.
- Maintain mileage and vehicle defect records and provide returns relating to the use of vehicles driven.
- Look after and maintain any equipment appertaining to the post in good order and report any problems to the office or staff in school.

This list of duties is not exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the school and in keeping with the general profile of the post.

It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties as may be appropriate to achieve the objectives of the post to assist the area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Trusts policy, organisation and arrangements for Health and Safety at Work.

Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading of the job.

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post holder must ensure they keep up to date of policies and procedures in relation to safeguarding of children and bring highlight any concerns to the relevant individual/agency any concerns that relate to the safeguarding of children, whether in school or out of school.

The post must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Head Teacher

Signed..... Job Holder

Date.....

**Vacancy: Driver**  
Northern House School (City of Wolverhampton)

Date: January 2018



**Post Designation: DRIVER**

Job purpose and Role: Driving primary and secondary aged pupils who attend Northern House School (City of Wolverhampton) due to their emotional and behavioural difficulties.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Required licence or certification including Category D1.		Application form Interview
Training	Willingness to attend school based and external training as appropriate to personal (identified) need and the requirements of Northern House School (City of Wolverhampton)		Interview
Experience - Desired but not essential		Experience of working with pupils who have emotional, behavioural and social difficulties. Some safeguarding knowledge would be an advantage	Application form
Special Knowledge/Skills	Effective communication skills. Ability to work in a team and with a wider audience.		Application form References Interview
Personal Qualities	Good interpersonal skills. A willingness to work as part of a team.		Application form References Interview
Interest and Motivation relevant to the job  (Driver element)	An interest in working with pupils who have difficulty making good choices. Ability to drive, with a current clean driving licence. Ability to be firm and fair with escorting the pupils under pressure with children of a vulnerable and complex needs behaviour.	Some previous experience would be an advantage	Interview
Commitment	Commitment to the aims, objectives and ethos of Northern House School (City of Wolverhampton).		Interview