

# Ulverston Victoria High School



## AN INTRODUCTION TO UVHS GUIDANCE NOTES FOR APPLICANTS



## Welcome from the Headteacher : Mr M Hardwick

**Thank you for taking an interest in our school and considering an application for a post at Ulverston Victoria High School.**

Ulverston Victoria High School is a happy and thriving 11-18 school and sixth form and is at the heart of the community in the picturesque South Lakeland market town of Ulverston.

In our most recent Ofsted Inspection (October 2018) we achieved a good judgement. Please see the following link to our Ofsted Report <https://www.uvhs.uk/ofsted>. We regularly analyse our performance and seek new ways to enhance learning opportunities for our students.

A multi-million pound refurbishment has recently been completed at Ulverston Victoria High School, the new facilities were officially opened in November 2015 with a formal ribbon cutting ceremony.

There are now new and improved facilities in several areas of the school including a fantastic new Sixth Form Common Room and resource area, a superb new cloister corridor (pictured) a new Special Education Needs Department, great new science facilities, three modern maths rooms, three art rooms which have been refurbished and a new Engagement Centre.

These improvements to UVHS mean that we now have the facilities that match its true potential.



With 1375 students on roll, including at least 300 in our sixth form, we are in a position to offer a wide GCSE and A Level curriculum.

One of the major strengths of our school is our outstanding pastoral care and student welfare structure. Our students are supported by form tutors and pastoral heads of year. We also have access to other external support agencies. Behaviour and attendance are excellent at UVHS and our students are highly motivated, keen and enthusiastic.

Students are warm, welcoming and have a good working relationship with staff, which is built on mutual trust and respect.

Each year, we recruit around 160 students to Year 12. Half of our existing Year 11 students continue into the sixth form. There are a wide range of popular subject options available at sixth form with a history of successful outcomes for our students.



Our intake into Year 7 for September 2019 was oversubscribed. On entry, students are placed in form groups and are taught in forms for most subjects in Years 7-8. We have strong GCSE and A level outcomes. The vast majority of our students make very good progress and we use a range of data measures in school to set challenging targets.

Staff have high standards; both of themselves and our students. A vital element is the excellence of our teachers and support staff and we offer you the opportunity to apply to become part of our staff team in which you will be able to flourish in an environment of exemplary support.

We have a large number of support staff who work alongside our teaching staff. Staff have opportunities to develop their skills through CPD and participation in school development groups and in-house training.

Thank you for your interest. We look forward to receiving your application.



# School & Local Area Information

## The School

We are an 11-18 school in the lovely Cumbrian market town of Ulverston surrounded by fells and beaches on the scenic Furness Peninsula. Our oversubscribed school is a very popular choice for parents who tell us that their children feel safe, make good progress in their learning and that the school is well led and managed. Students, teachers, parents and governors regularly express their pride in their school.

Our students of all abilities and backgrounds come from communities across the area. Although we enjoy International School status, we are particularly proud to be Ulverston's secondary school and we know that the town is proud to have an outstanding school at its heart.



Our school is a thriving community with lots to learn outside the classroom. There are many opportunities such as our excellent music provision, internationally renowned orienteering, or our brilliant sports provision in which we challenge students through competition locally and nationally. There is too much to list!

Ulverston Victoria High School was formed by the 1969 amalgamation of the Victoria Secondary Modern located by Ford Park and Ulverston Grammar (1903) located on Springfield Road. After the amalgamation the former Victoria Secondary Modern site was known locally as "Lower School", and the Grammar School site as "Upper School". Up to the early 1990s the Lower School site was used primarily for pupils in senior years 1-3, the Upper School for years 4-5 and the 6th form college. In 1998 the Lower School site was closed and all pupils transferred to the Springfield Road site.

UVHS is situated in a residential area, occupying a vast site with Ulverston railway station and bus station a five minute walk away. Regular train connections to Lancaster, Preston, Chorley, Ulverston, Windermere and Barrow-in-Furness are available.

Most staff act as Form Tutors or are assigned to a particular year group for support tutoring and mentoring. There are many opportunities to get involved in clubs, extra-curricular activities and visits.

The original 1930's building comprises a large part of the main school with a neighbouring humanities and language block, English building and technology and art block. Our newly designed "Coach House Computing Centre" is available to our sixth form students. There is also a sports field encompassing the school, with a sports hall and gym.

## The Local Area

Ulverston is a historic market town located in Cumbria on the edge of the Lake District. The town is renowned for its many festivals including the popular Dickensian Festival. Ulverston's most visible landmark is Hoad Monument, a concrete structure built in 1850 to commemorate statesman and local resident Sir John Barrow. The monument provides scenic views of the surrounding areas, including Morecambe Bay and parts of the Lake District. The population of Ulverston is 13000, with a large number of outlying rural small villages with coastal aspects.

The town centre has a range of uniquely independent shops, restaurants and cafes with Lancaster only 45 minutes away (by rail). The Trafford Centre and Manchester city centre are only two hour's drive away.



*Photo courtesy of Adam Kapustynskij (former student)*

The majority of staff live in and around Ulverston or in the outlying villages. Others live further afield thanks to the excellent transport links by rail.

# Advisory Guidance Notes for Applicants

## Information for Applicants

Thank you for taking an interest in our school and for your consideration in applying for a post at Ulverston Victoria High School.

Please read the following guidance notes carefully before completing the Application Form and the Equality and Diversity Monitoring Form. The guidance notes are designed to assist applicants to complete the editable version of the UVHS job application form. This application form should be used to apply for vacancies advertised at UVHS.

## Safeguarding and Pre-Employment Checks

**Ulverston Victoria High School is committed to safeguarding and promoting the welfare of children and young people, in line with statutory guidance Keeping Children Safe in Education, and expects all staff, governors and volunteers to share this commitment.**

All offers of employment are conditional upon satisfactory completion of employment vetting checks including satisfactory references, evidence of professional qualifications, Teacher Prohibition Checks through the Teacher Regulation Agency, pre-employment health clearance, an approved Enhanced Disclosure and Barring Service check (DBS) and Proof of Right to Work in the UK.

Candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the United Kingdom. Copies of these documents will be taken prior to interview.

## Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information

required on the Equality & Diversity Monitoring Form.

**This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the shortlisting, interviewing and selection process.**

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. The monitoring of this data will enable the school to be aware of the make up of its employees so it can then support, help and provide advice to employees where needed.

## Data Protection (GDPR)

Your data (both paper and electronic form) will be processed in accordance with data protection legislation. Processing of your data will take place either because:

You consent to your data being processed.

Processing is necessary to evaluate your application for the position for which you have applied.

Processing is necessary for complying with legal obligations.

Processing is necessary for our legitimate interests.

Once your application form has been received, all details that you submit will be recorded for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

For further information please see the privacy notice for job applicants which is displayed on our website [www.uvhs.uk](http://www.uvhs.uk)

## Code of Conduct

The UVHS School Code of Conduct outlines expectations and standards which all school employees should fully observe in accordance with school standards.

As part of the recruitment process a copy of the UVHS Code of Conduct for School Employees is available in the vacancies section of the UVHS website for applicants to view.

# Advisory Guidance Notes for Applicants

## Completing the Application Form

Please complete all sections of this form using black ink or type. Before completing the application form applicants are advised to read through the application pack, and also the job profile, person specification and other information provided by the school.

All sections of the application form must be completed.

The UVHS application form is supported by Adobe. If your computer does not have Adobe, please click on the "Get Adobe" button located within the vacancies section of the UVHS website to download this. To support your application, candidates are also required to submit a letter of application explaining how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please submit your application form and covering letter by email to Mr M Hardwick, Headteacher, at the following email address: [recruitment@uvhs.uk](mailto:recruitment@uvhs.uk)

**Please note that applications by CV are not accepted.**

**Below is a step-by-step guide to help you complete the application form:**

### Section One

Applicants should ensure that the post for which they are applying is clearly stated at the top of the application form.

## Immigration, Asylum and Immigration Act 2006

***All applicants are required to complete this section.***

The Asylum and Immigration Act 2006 makes it a criminal offence for an employer to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

## Relationship to the School

List any personal relationships that exist between you and any member of the school community.

## Applicants with Disabilities

Where a disabled applicant meets the essential criteria for the post they will automatically be invited for interview.

## Rehabilitation of Offenders Act (ROA)

***All applicants are required to complete this section.***

Amendments to the ROA Exceptions Order 1975 (2013) state that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. A DBS certificate with a barred list check is required for all posts at Ulverston Victoria High School.

## References

When providing details of referees, applicants must provide two references, one reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. For those applicants who are currently employed in a school, the first reference should be from the Headteacher of that establishment. In the case of school leavers, the reference should be from your Headteacher. Please ensure that all fields on the application form are completed.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

# Advisory Guidance Notes for Applicants

Internal applicants who have been with the school for a year or longer need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

## Section Two

### **Secondary, Further and Higher Education**

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form. Applicants should also include examinations taken and where results are awaited.

### **Teaching Applications**

Only applicants applying for teaching positions need complete this section.

### **Present Employment**

All applicants should provide details in this section related to their present or most recent employment.

### **Previous Employment**

All applicants must complete the previous employment sections ensuring any gaps in employment are accounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with the school.

## Section Three

### **Additional Information**

Applicants should provide supporting information in the additional information section of the application form.

The application form will be used initially for short-listing for interview and may be referred to during

the selection process. It is important that you use the additional information section to clearly explain how your particular skills, qualifications and experience compare with those listed in the person specification. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

Applicants are also encouraged to use this section to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

### **Declaration**

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you will be asked to sign the form at interview if you are short-listed. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process.

### **Selection Procedure**

All applications must be received by the published closing date. Only those applications received by the specified closing date will be considered.

The Equality and Diversity monitoring form will be separated from the application form.

### **Shortlisting**

Application forms will be passed to the interview panel for short listing. Short listing is a process where by the information, which you provide on your application form, is marked against the defined criteria as detailed in the person specification. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

# Application Guidance Notes for Applicants

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Applicants who have not received an invite to interview within three weeks of the specified closing date should assume their application has been unsuccessful.

## Interview Stage

Once candidates have been invited for interview the scores obtained at short listing will not contribute to the interview process.

Candidates invited for interview will be informed by email and will be asked to confirm their intentions to attend.

References for shortlisted candidates will be taken up prior to the interview. Candidates called for interview will be required to sign a printed copy of their electronic application form on arrival for interview at school.

Candidates will normally be informed verbally of the outcome of the interview within one week.

Candidates who attended an interview and were subsequently unsuccessful will be informed verbally and offered the opportunity for feedback from the chair of the interview panel at a later date.



## Provisional Offer of Employment

All offers of employment will be confirmed in writing once all the pre-employment checks have been obtained.

## Complaints Procedure

If at any stage of the recruitment process you feel aggrieved that the process did not follow procedure and/or you were treated less favourable throughout the process you should forward your comments in writing to Ulverston Victoria High School.





**If you require further information, please contact  
Andrea Herman, Headteacher's PA/HR Manager  
on 01229 483900.**

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