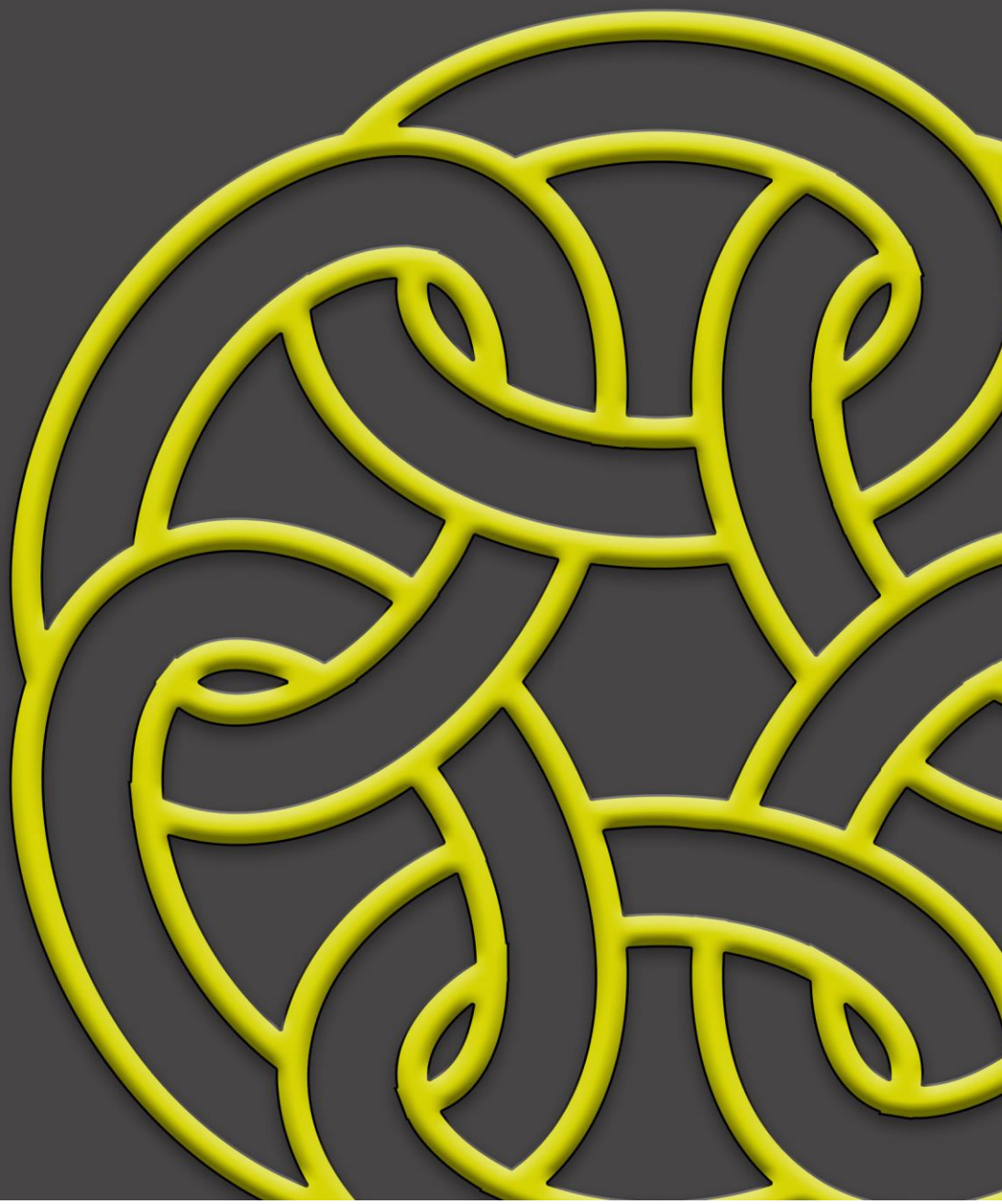


PENDYNAS

Recruitment Pack



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About Us

Pendynas Ltd was established in July 2018, following the identification of a need for further educational provision to be provided within Cornwall for young people in care. Since its inauguration we have grown as a company and have become a frontline provider of bespoke educational support within Cornwall. We currently work with the Local Authority through Cornwall Virtual School, Statutory SEN Service, Inclusion Service, 8 Secondary Schools, Primary Schools and Specialist Provision Schools.

Pendynas Ltd is primarily a tuition service focusing on bridging the gap in many young people's lives that has been brought about by changing foster placements, entering the care system, becoming excluded from mainstream education or being at risk of exclusion. Coupled with this we have developed the provision we provide through the offering of ASDAN Short courses, Practical Skills such as engine maintenance and vehicle restoration, animal care, mentoring and coaching.

We provide an holistic approach to working with young people ensuring that the full wrap around provision is catered for. We work with a range of young people from diverse backgrounds predominantly between the ages of 11 – 18yrs but have provided focused support for children as young as 5yrs of age.

Due to the bespoke nature of the programs that we put together for young people the majority of our clients work with us on a 1:1 basis. Many of our current clients are working towards reintegration into mainstream. Others are working towards their academic exams. For these students we provide tuition in core subjects for GCSE and A-Level. We are a Functional Skills test centre which enables young people to sit examinations in Maths, English and ICT from Entry level 1 - 3 to Level 1 & 2.



Safeguarding

Pendynas Ltd is committed to safeguarding and promoting the welfare of children and young people. In compliance with Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by in particular the Protection of Freedoms Act 2012, all applicants must be willing to undergo an Enhanced Criminal Record (DBS) Check and will be subject to safer recruiting procedures including past employment checks.

Right to Work in the UK

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines.

Do not send anything now, further information will be sent to you should you be invited to interview.

We are committed to equality of opportunity. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the advertised post.



Guidance Notes to accompany application form.

COMPLETING THE APPLICATION FORM

- a) **ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED.** Please note that a separate curriculum vitae is not regarded as an adequate alternative to full completion of the application form and the provision of a relevant supporting letter.
- b) In addition to these guidance notes, please read carefully the notes you will find at the various sections on the application form.
- c) If you would like the application form in another format because you have a disability (e.g. Braille or electronically) please contact us.
- d) We will accept applications in other formats e.g. audiotape, if you have difficulty in completing the form because of a disability or learning difficulty.
- e) Read the job description, person specification and any other documentation you have been sent before completing the form. Tailor your responses to the post for which you are applying.
- f) We will use the information you supply to assess how well you meet the selection criteria, as set down in the person specification. Make sure you include evidence relating to all the essential and desirable criteria that apply to you.
- g) Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club or organisation. If you have special areas of teaching / educational interest, please give details as part of your application.
- h) Complete all the sections where questions are asked. You may complete the form by hand (in **black ink** please to assist photocopying) or by typing your responses in. Include extra sheets if there is not enough room in the spaces provided and ensure that each additional sheet, has your National Insurance number and the post for which you are applying clearly marked at the top.

EQUAL OPPORTUNITIES

- a) We value the diversity of the people in our workforce and aim to offer full equality of opportunity. We recognise that people can face disadvantage and discrimination in employment and are therefore committed to the development and implementation of policies to counteract inequality.
- b) Employees and prospective employees will not be unfairly discriminated against on grounds of disability, gender, race, colour, ethnic origin, religion, belief, culture, nationality, national origin, age, sexual orientation or trade union membership / non-membership. This list is not exhaustive and there are other forms of discrimination which will not be tolerated.
- c) Where an employee may be disadvantaged on these grounds, we will make every reasonable effort to rectify such disadvantage(s). Employment terms and conditions and decisions on recruitment, selection, training promotion and dismissal will be made solely on the basis of objective criteria.
- d) Our aim is for our workforce to reflect the diversity of the population in our area and we will achieve this by taking positive steps.

Equal Opportunities survey form

Attached to the back of the application form is the Equal Opportunities survey form. We use this information to monitor our recruitment and selection practices and our workforce to see how well our workforce represents the communities that we serve. We also require this information from internal candidates to obtain a true picture of our workforce profile. Please complete the form and return it with your application. This part of your application form will be detached before your application is considered against the selection criteria for the post.



Disability / Health

If you have indicated that you have a disability or long term medical condition and provide evidence that you meet all the essential criteria on the person specification (with any reasonable adjustments), you will normally be offered an interview as part of our commitment to the employment of people with disabilities.

Please tell us about any reasonable adjustments that would help you apply for this post, for example if you would have difficulty lifting heavy objects where the job could require this. Pendynas may be able to make alternative arrangements but this cannot be guaranteed. We may also be able to provide sign language interpreters, time off for treatment, rest breaks during the day, special equipment, workplace adaptations etc.

Definition of disability

The [Equality Act 2010](#) defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

This includes impairments, lasting or likely to last at least 12 months, or likely to recur, to one of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to carry, lift or otherwise move everyday objects
- Speech, hearing or sight (not where sight is corrected by wearing spectacles or contact lenses) memory or ability to concentrate, learn or understand
- Perception of risk or danger

The term impairment includes progressive and long-term conditions such as diabetes, epilepsy and cancer.

We will make reasonable adjustments to the recruitment and selection process and to the post for successful candidates where the need for these is made known by the applicant / employee.



PRESENT POST

Status

Where the criteria for the post include qualified teacher status, applicants whose qualifications were obtained abroad must provide written evidence from the Teaching Agency (England) that their qualified status is valid in England and Wales. The possession of a Teacher reference number does not automatically indicate qualified status.

REFERENCES

The first referee should be the Headteacher or Principal of your present (or most recent) school, college or place of employment. The second referee should be another person who is familiar with your professional work.

Pendynas Limited reserves the right to approach any previous employer during the previous five-year period for a reference and may specifically ask for details of any disciplinary / conduct records.

HEALTH

Pendynas Limited reserves the right in appropriate circumstances to require applicants to produce a certificate of fitness from an approved medical practitioner after a conditional offer of employment has been made.

POLICE AND CRIMINAL RECORD

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)

Please note that applicants for posts in educational establishments are not entitled to withhold information about past convictions, "spent" or otherwise, under the terms of the above Act. The Act made a specific exception in respect of employees in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment which involves access to persons under the age of 18 as part of the employee's normal duties.

You must disclose any* past convictions, cautions or bind-overs at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the school which may lead to dismissal.

* The amendments to the Exceptions Order 1975 (2013) provide 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 at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

In addition, on Home Office advice, Pendynas Limited will require the successful candidate to agree to an enhanced Disclosure & Barring Service (DBS) check for convictions which may or may not be relevant to the appointment. A separate authorisation form will need to be completed after the interview and you will be required to bring in your DBS certificate for inspection, as soon as you receive it, in order to verify its authenticity and record the certificate's number on the Single Central Record.

Similarly, if you already have a current DBS enhanced disclosure certificate you will be required to produce your original certificate for inspection, either at interview or prior to commencement of your employment.

If you subscribe to the DBS Update Service you will be requested to give permission for the school to go online to carry out a check to find out if the information released on the DBS certificate is current and up-to-date.

If you do not subscribe to the DBS Update Service you will be required to apply for a new DBS enhanced disclosure.



Person Specification

Title of Post:	Subject Tutor KS2/3/4/5
Accountable to:	Directors
Location:	Office (Redruth) plus Outreach across Cornwall or Plymouth and surrounding area
Hours/Pay:	Sessional; pay dependent on experience
Criteria:	The following criteria are appropriate for this post. You must meet the essential criteria in order to be short listed for the post and it would be advantageous to meet the desirable criteria.

Summary

Pendynas Ltd provide a range of professional services based around the provision of education and supervision to young people who are unable to access mainstream schooling on a full time basis. We provide wrap-around services including transportation to ensure these young people can continue to progress both socially and academically.

We are looking for an energetic and approachable person who is committed to engaging young people in educational activities, supporting them to learn new personal and social skills and guiding them through reflection of their learning. The right person for the role will be effective under pressure, have excellent decision making skills and be well practiced at time management. Effective communication skills and a passion for working with young people are essential for this role. The ability to motivate young people to excel is an expectation of the role. An interest in social cohesion and a passion for developing young people's knowledge and understanding of wider issues that affect them is desirable.

Experience

- Considerable, relevant experience in working with young people in a variety of settings
- Practised at working on both a one-to-one basis, and in group settings, with young people supporting and guiding social, educational and personal needs
- Proven track record of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Experienced in applying good safeguarding practice in classroom and non-classroom settings.
- An ability to engage with young people, some of whom may have learning, emotional or behavioural difficulties.
- Proven experience of personal development and learning, including the capacity to ask questions and check own understanding
- Experience of working independently
- Experience of inter-agency work

Education, Qualifications & Training

Essential:

- A relevant teaching qualification and/or significant experience working with children and young people
- Hold a full driving licence or be able to organise own transport to meet the demands of the role
- An understanding of education systems and age and stage appropriate expectations
- Good interpersonal skills e.g. listening, team work, negotiation.
- Ability to help young people who are angry or distressed by using effective communication methods, empathy and appropriate strategies to resolve situations and reengage in learning.
- Ability to plan and organise your own workload and activities to meet agreed deadlines and role requirements. Respond flexibly to changing priorities.
- Commitment to Pendynas Ltd values and objectives

Desirable

- Previous successful experience of working in a school, college or other child focussed environment e.g. children's home / residential setting
- Safeguarding Level 2 Training within past 12 months
- Knowledge and understanding of LAC/CIC and the associated issues within education this may represent. Ability to deal sensitively with sometimes difficult/upsetting information.
- An understanding of EHCPs
- Outdoor Instructor Qualifications
- Valid Recognised First Aid Certificate