



LEARNING CO-ORDINATOR - ICT  
INFORMATION PACK FOR CANDIDATES

Dear Applicant

Thank you for your enquiry regarding the position of Learning Co-ordinator ICT at Oasis Academy Enfield.

The Academy will eventually cater for 1,150 students in the 11-19 age range and forms an integral part of the educational provision planned by Enfield Council in this part of the Borough. It is designated as having a religious character and operates a totally inclusive admissions policy accepting students irrespective of faith or ability.

The Academy specialises in Business and Enterprise, with an "education for life" focus ensuring relevance for all students regardless of the courses they study. The curriculum is innovative, and tailored to meet the individual needs of all our students.

The person appointed will be expected to work within the policies, ethos and aims of the Academy, details of which are set out in this pack.

Oasis Academy Enfield works closely with the Local Authority and other local schools to raise aspirations and heighten achievement for children and young people in the area. In order to best achieve this, the Academy seeks to be at the hub of the community by engaging in all aspects of community life, making its buildings widely available for community use and by providing an atmosphere which encourages life-long learning.

Through the delivery of its innovative core curriculum, Oasis Academy Enfield will seek to create an ethos where children and young people will want to learn. The extended curriculum will provide a wide range of opportunities from breakfast before school to after-school activities which will cater for each student's health, cultural and spiritual needs. These will be enhanced for both students and members of the community by the provision of facilities such as an adult and community learning centre, a cyber café and gym.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Forms – Section A & B and Equal Opportunities monitoring (CVs are not accepted) and return it to Sue Radford, Office Manager by either of the following ways:

Email: [sue.radford@oasisenfield.org](mailto:sue.radford@oasisenfield.org)

Post: Oasis Academy Enfield  
9 Kinetic Crescent  
Innova Park  
Mollison Avenue  
Enfield  
EN3 7XH

The closing deadline for applications is no later than 5.00 pm on Wednesday 17<sup>th</sup> March 2010

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted

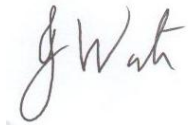
candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held on Monday 29<sup>th</sup> March 2010. If you have not been invited to attend by 24<sup>th</sup> March you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org), or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Walton', written in a cursive style.

John Walton  
Principal

# Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

## Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of identity that will satisfy CRB requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory CRB Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

*For teaching posts*

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DfES Children's Safeguarding Operations Unit.**

## Job Description

|                          |   |
|--------------------------|---|
| <b>POST:</b>             | Learning Co-ordinator - ICT   |
| <b>RESPONSIBLE TO:</b>   | Assistant Principal   |
| <b>RESPONSIBLE FOR:</b>  | Securing student achievement through contributing to the development of an innovative curriculum and high quality learning and teaching |
| <b>SALARY:</b>           | Leadership Group L1 (Outer London Scale)  |
| <b>LOCATION:</b>         | Oasis Academy Enfield   |
| <b>WORKING PATTERN:</b>  | As described in the Teachers' Pay and Conditions document   |
| <b>DISCLOSURE LEVEL:</b> | Enhanced  |
| <b>JOB PURPOSE:</b>      | To make a significant contribution to student achievement in ICT through curriculum leadership  |

### AREAS OF ACCOUNTABILITY:

1. Student achievement within the curriculum area
2. Impact of ICT upon student learning
3. As a Learning Co-ordinator you will have responsibility for an aspect of the ICT curriculum.

### RESPONSIBILITIES

#### **A. Leadership**

1. To ensure student achievement is secured and recognised
2. To provide a positive, supportive role model for staff
3. To give advice and guidance to students by being available and approachable
4. To support the Oasis Community Learning ethos and values

#### **B. Curriculum Design and Development**

5. To assist with the design, implementation and evaluation the Academy's ICT programme

#### **C. Community**

6. To promote the Academy positively with the local community

**D. Students**

7. To contribute to the implementation of student tracking procedures
8. To act as a Learning Guide with your Learning Family of approximately 12 students
9. To maintain good discipline and behaviour

**E. Learning and Teaching**

10. To secure high standards of teaching and student learning through active participation in the Academy's review procedures

**F. Safeguarding Children**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

# Learning Co-ordinator - ICT Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

|   | Essential  | Desirable   |
|---|--|---|
| <b>Qualifications</b>                   | <ul style="list-style-type: none"> <li>Degree + PGCE</li> </ul>  |   |
| <b>Experience, Skills and knowledge</b> |  | <ul style="list-style-type: none"> <li>Participation in a curriculum or whole school improvement project</li> <li>Involved in leading an extra – curricular or enrichment activity</li> </ul> |
| <b>Personal Qualities</b>               | <ul style="list-style-type: none"> <li>Teaching in a secondary school (including initial teacher training)</li> <li>Experience of raising achievement</li> <li>Excellent communication skills</li> <li>Able to work in uncharted territory</li> <li>Competent in ICT</li> <li>Commitment to extended learning</li> <li>Evidence of excellent teaching ability</li> </ul> | <ul style="list-style-type: none"> <li>Experience of a specialist school</li> <li>Experience of compiling schemes of work and resources</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Relentlessly enthusiastic, reliable and committed</li> <li>Creative thinker</li> </ul>  |   |

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Team player who is able to work collaboratively in a diverse team</li><li>• Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally</li><li>• Ability to remain discrete when privy to confidential information</li><li>• Commitment to safeguarding and promoting the welfare of children and young people.</li><li>• Willingness to undergo appropriate checks, including enhanced CRB checks.</li><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline”</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li></ul> |  |
|--|--|--|

# Purpose, Ethos and Values

*'Education is the most powerful weapon which you can use to change the world.'* Nelson Mandela

## **Our Mission**

To create and sustain a network of excellent learning communities where everyone can realise their full potential.

## **Our Purpose**

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## **Our Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

*'The important thing is not to stop questioning.'*  
Albert Einstein

## **Our Values**

The Oasis Community Learning ethos is rooted in a number of core beliefs and values which arise from our purpose statement. Our goal is that these will permeate every aspect of the Academies' life, curriculum, building design and use. We will continuously measure and evaluate our performance using these beliefs and values as our guide:

**Staff.** Our best assets are our people, recruited because they are the right people for the job – people focused on children learning and succeeding. We aspire to treat them in a way that values them as our best asset.

**Diversity.** We value each individual and will protect their right to freedom and choice. We will work actively against discrimination and social exclusion and seek equal opportunity for all. Therefore we will respect the beliefs and practices of people of faiths other than Christianity and work to ensure that each Academy provides a welcoming environment for students of all faiths and none. We have a commitment to diversity and reflect this in the way we deliver school.

**The Environment.** We believe that it is our duty to respect the environment through a commitment to sustainability and bio-diversity. We will therefore exercise wisdom, integrity and responsibility in the use of all of the resources entrusted to us.

**Learning.** We are committed to the belief that everyone is a learner – whether student, staff or member of the local community. We, therefore, aspire to create a learning environment where all 'want' to learn rather than 'have' to learn by developing education tailored to the individual needs of each learner. We want to enable every child to realise their God-given potential and are therefore committed to their holistic development.

**Responsibility.** We will seek to ensure that all students and other users of the Academies' resources understand that each person thrives best when they take responsibility for their own learning, behave in a way that considers the needs of others and exercise appropriate self-discipline.

**Educational Balance.** We believe that it is our responsibility to help every student to realise their potential. We place equal value on personal development, preparation for life after school and academic progress and are committed to providing personalised learning programmes for all our students.

**Innovation.** We will encourage creative vision, thinking and problem solving, seeking to pioneer new methods, develop fresh perspectives, and embrace innovation, change and challenge.

**Enterprise.** Every aspect of our curriculum will work to develop young people who are entrepreneurs and are well prepared not just for the world of work but also for living life as a whole. Our commitment is to develop informed and active learners with a strong sense of self-confidence who can explore questions, seek solutions and make informed decisions.

**Integrity.** We believe that honesty, openness, respect for others and servanthood are essential ingredients of a mature, entrepreneurial spirit.

**Community.** We seek to contribute to the economic, social and spiritual development of the local community working in partnership, wherever appropriate, with other local bodies and agencies to maximise integration and impact. As part of our commitment we will develop full service education, extended learning opportunities for the whole community, wrap-around care and other facilities.

**Inclusion.** We are committed to providing an environment which is open to all and specifically recognises and meets the requirements of those who need extra/special support for learning. Our focus will always be on how we create and sustain an inclusive community.

**Partnership.** We believe that achieving excellence in education is the outcome of partnership between pupils, parents, other schools and an Academy. (Each Academy is, itself, a partnership between Oasis Community Learning, the DCSF and the local LEA.) Therefore we will develop an environment where parents/carers are positively engaged with us in supporting each student. We will, at the same time, place an emphasis on out-of-school youth work within the local community in partnership with the local authority and other local organisations.

**Teamwork.** We value collaboration. Each individual has a unique contribution to make to the Academies' life - together we form the Oasis Community Learning team. The wider Oasis family stretches beyond the UK, so collaboration would extend to Oasis schools that are being run around the world, as well as other projects.

**Leadership.** We believe that the delivery of our vision and the development of good teamwork are dependent on the quality of leadership at all levels of the Academies' life.

**Health.** We will encourage all our students, staff and other community users of our Academies to develop and maintain healthy lifestyles. Our environment, curriculum and culture will reflect this commitment.

**Excellence.** We believe that excellence in education is achieved through a blend of high-quality facilities and outstanding teaching professionals mixed with clear leadership, a positive affirming environment and the commitment to identify and develop talent. This means that we expect the highest standards of work, behaviour and commitment to school life from all our pupils.

**Fun.** We believe that all people work hardest and learn best when they enjoy what they are doing. We will therefore seek to encourage the celebration of learning.

The following Faithworks Charter is the working expression of our ethos statement.

## The Faithworks Charter

Motivated by our Christian faith we commit ourselves to serve others by aspiring to the following standards in all our community work.

We will provide an inclusive service to our community by:

1. Serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.
2. Acknowledging the freedom of people of all faiths or none both to hold and to express their beliefs and convictions respectfully and freely, within the limits of the UK law.
3. Never imposing our Christian faith or belief on others.
4. Developing partnerships with other churches, voluntary groups, statutory agencies and local government wherever appropriate in order to create an effective, integrated service for our clients avoiding unnecessary duplication of resources.  
Providing and publicising regular consultation and reporting forums to client groups and the wider community regarding the effective development and delivery of our work and our responsiveness to their actual needs.

We will value all individuals in a way that is consistent with our distinctive Christian ethos by:

1. Creating an environment where clients, volunteers and employees are encouraged and enabled to realise their potential.
2. Assisting our clients, volunteers and employees to take responsibility for their own learning and development, both through formal and informal training opportunities and ongoing assessment.
3. Developing an organisational culture in which excellence and innovation are encouraged and rewarded and individuals learn from any mistakes made.
4. Promoting the value of a balanced, holistic lifestyle as part of each individual's overall personal development.
5. Abiding by the requirements of employment law in the UK and implementing best employment practices and procedures designed to maintain our distinctive ethos and values.

We will develop a professional approach to management, practice and funding by:

1. Implementing a management structure which fosters and encourages participation by staff at all levels in order to facilitate the fulfilment of the project's goals and visions.
2. Setting and reviewing measurable and timed outcomes annually, and regularly to evaluate and monitor our management structure and output, recognising the need for ongoing organisational flexibility, development and good stewardship of resources.
3. Doing all we can to ensure that we are not over-dependent on any one source of funding.
4. Implementing best practice procedures in terms of Health and Safety and Child Protection in order to protect our staff, volunteers and clients.
5. Handling our funding in a transparent and accountable way and to give relevant people from outside our organisation/project reasonable access to our accounts.

*'Education is not the filling of a pail, but the lighting of a fire.'*  
W.B. Yeats

# Child Protection Policy

Oasis Community Learning fully recognises its responsibilities for child protection.

Our policy applies to all Oasis Community Learning's directors, staff (central and Academy-based), governors and volunteers working in and with Oasis Community Learning Academies.

There are five main elements to our policy. We are committed to:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

# Application Form

## Section A

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephoning our Recruitment Team.

|   |                             |
|---|-----------------------------|
| <b>Post Applied For:</b>                    | Learning Co-ordinator - ICT |
| <b>Location:</b>                            | Oasis Academy Enfield       |
| <b>How did you hear about this vacancy?</b> |                             |

### Personal Details

|  |  |                      |  |
|--|--|----------------------|--|
| <b>Family Name (Including Preferred Title)</b> |  |                      |  |
| <b>First Name(s)</b>                           |  |                      |  |
| <b>Address (Inc. Postcode)</b>                 |  |                      |  |
| <b>Telephone No:</b>                           |  | <b>Mobile Number</b> |  |
| <b>E-Mail Address</b>                          |  |                      |  |
| <b>Nationality</b>                             |  |                      |  |

**Are you eligible to work in the UK?** YES  NO

**Note:** Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. **Any offer of employment will be subject to successful verification of your right to work in the UK.**

|                                  |  |   |                   |
|----------------------------------|--|---|-------------------|
| <b>National Insurance Number</b> |  | <b>Work Permit Number (if applicable)</b> |                   |
|                                  |  | <b>Expiry Date</b>                        | ...../...../..... |

**If this is a teaching post, please provide the following information:**

|   |  |
|---|--|
| <b>Do you have QTS?</b>                 | YES <input type="checkbox"/> NO <input type="checkbox"/>   |
| <b>Are you registered with the GTC?</b> | YES <input type="checkbox"/> NO <input type="checkbox"/><br>If yes, please provide number: ..... |
| <b>DfES reference Number:</b>           |  |

**Note: Oasis Community Learning will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS and registration with the GTC**

## Present Post Details

|   |   |
|---|---|
| <b>Name and address of current employer, school or establishment:</b> |   |
|   |   |
| <b>Telephone Number:</b>  |   |
| <b>Local Authority (if applicable):</b>                               |   |
| <b>Age range of school: (if applicable)</b>                           |   |
| <b>Date of appointment to organisation (DD/MM/YY):</b>                |   |
| <b>Post held</b>  | <b>TEMPORARY</b> <input type="checkbox"/> <b>PERMANENT</b> <input type="checkbox"/> |
| <b>Date of appointment to post, if different (DD/MM/YY):</b>          |   |
| <b>Type of Appointment:</b>   | <b>FULL-TIME</b> <input type="checkbox"/> <b>PART-TIME</b> <input type="checkbox"/> |
| <b>Salary/Allowance Details:</b>                                      |   |
| <b>Reason for Leaving:</b>  |   |
| <b>Date free to take up appointment (DD/MM/YY):</b>                   |   |

## Previous employment

Please list your most recent position first and continue on a separate sheet where necessary.

| <b>Name and address of employer</b><br>(If this is a school please include name of LA and age range of school) | <b>Position held</b><br>(Please state if Full-time, Part-time or Supply) | <b>Start Date</b><br>(mm/yyyy) | <b>End Date</b><br>(mm/yyyy) | <b>Reason for leaving</b> |
|--|--|--------------------------------|------------------------------|---------------------------|
|  |  |                                |                              |                           |
|  |  |                                |                              |                           |
|  |  |                                |                              |                           |
|  |  |                                |                              |                           |

Please use the space below to explain any gaps in your employment.

|  |
|--|
|  |
|--|

**Previous employment with children**

Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?

YES  NO

If yes, please provide details below. Oasis Community Learning reserve the right to contact any of your previous employers.

| Name and address of employer | Position held<br>(Please state if Full-time or Part-time) | Start Date<br>(mm/yyyy) | End Date<br>(mm/yyyy) | Reason for leaving |
|------------------------------|---|-------------------------|-----------------------|--------------------|
|                              |   |                         |                       |                    |
|                              |   |                         |                       |                    |

**Education**

| School/College/University | Subjects Taken | Examination Results/Grades |
|---------------------------|----------------|----------------------------|
|                           |                |                            |

**Other Professional Qualifications** including membership of Professional Bodies

**Other Experience Relevant to the Post** e.g. Work Experience, Voluntary positions

If you need to give more information about any of the above, please continue on a separate sheet.

**Personal Interests**

### Relatives/Other Interests

|   |  |
|---|--|
| Are you currently or have you ever been an employee or volunteer for any Oasis project? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If yes, please name the project:  |  |
| Are you related to, or know personally, any Oasis Community Learning employee?          | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Name of person:   |  |
| Position held within Oasis Community Learning   |  |
| Relationship of person to you:  |  |

|   |  |
|---|--|
| Have you applied previously for a post within Oasis Community Learning? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If yes, please give details:  |  |

### Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory CRB (Criminal Records Bureau) Enhanced Disclosure Check.

|   |  |
|---|--|
| Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?              | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If you have answered 'yes' please give full details, continuing on a separate sheet if necessary  |  |
|   |  |

### Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are "spent" and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.

|  |  |
|--|--|
| Have you ever been convicted of a criminal offence by a Court of Law?                                    | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

If yes, please attach details including the offence and the date.

## Referees

Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although Oasis Community Learning reserves the right to contact any of your former employers.

Please note that we will contact these referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relation to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department

|                            | 1 <sup>st</sup> Referee   | 2 <sup>nd</sup> Referee   |
|----------------------------|---|---|
| <b>Name (inc. Title)</b>   |   |   |
| <b>Status</b>              |   |   |
| <b>Organisation</b>        |   |   |
| <b>Relationship</b>        |   |   |
| <b>Address</b>             |   |   |
| <b>Tel. No. (inc. STD)</b> |   |   |
| <b>Fax No. (inc. STD)</b>  |   |   |
| <b>E-mail address</b>      |   |   |
|                            | Is this referee aware of your application for this post?<br><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>              | Is this referee aware of your application for this post?<br><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>              |
|                            | Are you willing for this referee to be approached prior to interview?<br><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> | Are you willing for this referee to be approached prior to interview?<br><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |

## Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

**Please state how many days sickness you have taken in the last 2 years, with reasons.**

|  |
|--|
|  |
|--|

Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if you have any access requirements at interview, or if there is anything you would like to make us aware of:

|  |
|--|
|  |
|--|

### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

### DECLARATION

**I acknowledge that Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).**

**I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by Oasis Community Learning as satisfactory.**

I also declare that I will not contact any member of Oasis Community Learning to further this application (and I understand that to do so would disqualify me from further consideration) - unless the advertisement invites me to contact a named individual to seek further details.

|               |  |             |  |
|---------------|--|-------------|--|
| <b>Signed</b> |  | <b>Date</b> |  |
|---------------|--|-------------|--|

**We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks. In view of this, you will subject to a List 99 check prior to interview. Please provide your Date of Birth and any previous surnames used.**

|                       |  |                                |  |
|-----------------------|--|--------------------------------|--|
| <b>Date of Birth:</b> |  | <b>Previous Surnames Used:</b> |  |
|-----------------------|--|--------------------------------|--|

Please return your completed application by email to [sue.radford@oasisenfield.org](mailto:sue.radford@oasisenfield.org) or by post to:  
Sue Radford,  
Oasis Academy Enfield  
9 Kinetic Crescent  
Innova Park  
Mollison Avenue  
Enfield EN3 7XH

**If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this post you will be required to sign your application form prior to interview.**

# Application Form

## Section B

|                          |                             |
|--------------------------|-----------------------------|
| <b>Post Applied For:</b> | Learning Co-ordinator - ICT |
| <b>Name:</b>             |                             |

Please complete the following sections, using additional space if necessary.

|           |   |
|-----------|---|
| <b>1.</b> | <b>How do your personal qualities and professional experience qualify you for this position?</b><br>Please refer to the Job Description and Person Specification documents. |
|           |   |

**2. How you would seek to incorporate the Oasis Community Learning ethos into your working practice?**

**3. Professional Skills**  
Please provide a brief statement setting out how you have developed your professional skills.

**In service courses** (relevant to this application and taken within the last 5 years):

| In service courses | Date | Venue |
|--------------------|------|-------|
|                    |      |       |
|                    |      |       |
|                    |      |       |

If necessary, please continue on a separate sheet.

**Declaration**  
I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

|                  |  |             |  |
|------------------|--|-------------|--|
| <b>Signature</b> |  | <b>Date</b> |  |
|------------------|--|-------------|--|



**Thank you for your assistance**

### **Disability Definition**

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).

The DDA states “a person has a disability if he has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day to day activities.**” The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.