

## Hazeley Academy and Milton Keynes

As you approach along Portway or Tattenhoe Street you are met by the impressive glass face of The Hazeley Academy with the teaching wings sitting along the ridge behind. It really is a truly impressive, well-designed modern building.

This may be your first view of The Hazeley but it does not tell you as parents and students what we are really like.

The Academy is one of the two most recently opened schools in the city and as such it boasts exceptional, modern facilities. It is a state of the art secondary school which was designed and built in phases over a period of four years allowing great attention to the detail of what was needed to be sited in a 21st century centre of learning. The Hazeley Academy is a non fee-paying school, independent of the local authority and directly funded by the Department for Education. We are not a sponsored academy. We work very closely with local businesses, industry, with the local authority and of course with other schools and academies - across all phases. Our work and achievements have been celebrated recently with showcases at conference and in competition - locally, nationally and internationally; from Birmingham UK to Michigan USA.

Four themes underpin the Hazeley vision - to personalise our curriculum and teaching programmes, treating all students as individuals; to achieve the highest standards possible, to be innovative, preparing young people for a successful life in the 21st century and to work in partnership with others - locally, nationally and internationally.

With a strategic vision that supports the aspiration of Milton Keynes to be seen as a 21st century international city, we are truly a world-class Academy.

For more information or to look at our Three Year Vision and current Prospectus please visit us on: [www.thehazeleyacademy.com](http://www.thehazeleyacademy.com)

Milton Keynes is an amazing place to live. We can offer you the attractions of a major city, all within easy distance of stunning countryside. We are a city of firsts - since we came into being in the 1960s, we have led the way in how people design and plan new towns. For more information about Milton Keynes please visit:

[www.mkweb.co.uk](http://www.mkweb.co.uk)

[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)



**Excellence in education: The Hazeley - a world-class Academy**

## Terms of Employment and Engagement

### Recruitment Process

Only those fulfilling the essential criteria will be shortlisted. References for shortlisted candidates will be taken and preferably received prior to the interview date where possible (one of which must be your current or most recent employer if not currently in work). On the interview date there could be a staff and student panel interview and a task, there will also be a final panel interview; full details of the interview day will be sent to you prior to the date. You will be asked to bring with you to interview a valid form of picture identification, evidence of your right to work in the UK and your relevant original qualification certificates. This documentation will be checked and photocopied by a member of the HR Team (this will be shredded after 6 months if you are not successful at interview).

*The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

We are seeking the best candidate for the post. That person will be someone who, as well as being qualified for the position, also satisfies us that they will help protect children and support the organisation's efforts to safeguard and promote their welfare.

### Equality and Diversity

**The Hazeley Academy is an equal opportunities employer.**

We are committed to the promotion of equality of opportunity and we place great value on the diversity of our Academy community. This is fundamental to the stated mission and values of the Academy.

We will treat all students, staff and other members of our community with respect and dignity, and we seek to provide a safe and positive working and learning environment, free from discrimination, harassment or victimisation.

## **Asylum and Immigration Act**

In accordance with the Asylum and Immigration Act 1996, the Academy is required to ensure that only those legally entitled to work in the United Kingdom are offered employment. Candidates invited to interview will be requested to bring appropriate original documentation, demonstrating that they are entitled to work in the United Kingdom, to the interview.

## **Disclosure and Barring Service**

As part of our rigorous selection procedure you will be subject to a DBS check and an Enhanced Disclosure will be required from the DBS. This will be requested immediately upon acceptance of the post. Further details regarding this check can be obtained from [www.homeoffice.gov.uk/agencies-public-bodies/dbs](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs)

**The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. You are therefore not entitled to withhold information about police cautions, 'bind-overs', reprimands, or any criminal convictions including any that would otherwise be considered 'spent' under the Act except those that are protected and filtered out by the DBS. Please check the DBS website for information on filtering of protected cautions and convictions.**

**Failure to disclose this information could result in disciplinary action or dismissal by the Academy and may lead to criminal proceedings.**

## **Qualifications**

Appointments are offered subject to the candidate providing evidence of academic and/or professional qualification(s). These will be requested at the interview stage.

## **Medical**

This position is subject to the Academy Medical Advisor being satisfied that the successful candidate is medically fit for the post. This process does not normally involve a physical examination. A questionnaire will be sent to the successful candidate. The successful candidate must be declared fit before commencing employment.

## **Probation**

For new support staff you are required to serve a probationary period of 6 months.

## **Salary and Final Salary Pension Scheme**

All salaries are on the teacher's main/upper/Leadership pay scale as defined in the School Teachers' Pay and Conditions Document or the Milton Keynes Council range for support staff. Your salary will be paid in twelve equal instalments, directly into your bank or building society account, on the last working day of each month. All new members of Academy staff are automatically entered into either the Teacher or Local Government Pension Scheme (for support staff). The Finance Team can supply further details of the scheme or an opt out form on request.

## **Induction**

All new staff will be supported to settle into their new job and get to know the Academy systems and procedures during induction. The induction arrangements include a meeting with Human Resources on the first day of employment, local on-the-job support and an Academy wide induction programme.

## **Expected Conduct for Staff**

Staff members recognise that they are the adults in the organisation with a responsibility to model to each other, to students and to others, exceptional behaviour and proactive social responsibility. Shouting, swearing, insulting, gossiping, use of sarcasm, slander, libel, shows of anger or any other poor behaviour exhibited by staff – in public or apparent privacy; written or spoken, when associated with The Academy in any way is not acceptable, this includes when using social media. All recognise that we aim to create at The Hazeley, a safe, welcoming, and business-like learning climate for our key stakeholders (students). Staff will model this through their own behaviours – including excellent attendance, punctuality and presentation (business attire).

## **Professional Development**

Hazeley Academy is committed to the training and development of all staff to develop work related skills and aims to promote a culture of continuous professional development. Opportunities include, if available: a programme of in house workshops called 'New Heights', External Courses, Seminars, Teaching and other professional qualifications. We work with corporate trainers to have our most exceptional teachers trained as coaches; leading others to outstanding practice. There is a formal Appraisal process that provides a frame-work for performance review, helps individuals recognise their achievements, identifies training and development needs and considers career aspirations.