

**JOB DESCRIPTION**

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| **Title of Post:** Deputy Head of School  (25/43/DHS/WEB) | **Location:** Camphill School Glencraig |
| **Accountable to:** Head of School | |
| **Purpose of the Job:**  The Deputy Head of School will be required to deputise for the Head of School when necessary and take an active part in all aspects of school life. Responsibilities will be shaping the future of the school and the Camphill approach, leading and managing staff, leading learning and teaching, managing the school and ensuring accountability. | |
| **Salary:** £45,406-£47,798 on a three-point incremental scale | **Hours of Work:** 40 hours per week |
| **Annual Leave:** 33 days plus 12 statutory days | |
| **Closing Date:** **4pm, Monday 16th June 2025** | **Length of Contract:** Permanent |

##### **Key Duties & Responsibilities**

**The Deputy Head of School’s duties will include:**

1. Leading practice through example by high standards of teaching and learning to ensure that holistic approaches and developmental pathways are upheld together with Camphill ethos and values of the organisation.
2. Assisting the Head of School in all areas of leading learning and teaching, school administration, management and organisation.
3. Assisting the Head of School in leading School Development Planning, School Evaluation, Self-Evaluations and Staff Development.
4. Curriculum Co-ordination, including overseeing the development and delivery of the Camphill curriculum and approach.
5. Assisting the Head of School in coordinating curriculum development, including planning, benchmarking, and monitoring the quality of provision within the school.
6. Promoting Positive Behaviour Support, PBS planning, and taking responsibility for supporting PBS Coaches.
7. Acting as Chair of the Safeguarding Team and Designated Teacher to ensure that the children have the best opportunity to reach their potential.
8. Act as line manager for a number of teachers’ PRSD.
9. Responsibility for timetables.
10. Maintaining, developing and promoting formal and informal links with parents.
11. Assisting the Head of School in organising major school events.
12. Undertaking such other duties as the Head of School may require.

This job description may be amended at any time after discussion with the Head of School.

**A** **successful candidate will be able to demonstrate relevant experience, knowledge and skills associated with the following key areas.**

**Leading our Ethos and Values**

* Model and promote the values and ethos of the school.
* Stay up to date on best practice in Special Education
* Promotes a culture of positive risk taking, leading to productive learning and accomplishment
* Encourage, motivate and empower staff to embody the school’s values, ethos and approach.
* Promote an understanding whereby staff recognise that we are all accountable for the success of the school and its students

**Improving our school**

* Work strategically to create and communicate a clear, common vision for the school
* Provide high quality leadership to secure improvement
* Collaborate with others to lead professional development for all staff to support holistic teaching and learning.
* Lead and manage the reflective practice with staff and others to analyse a range of data, interpret outcomes and plan for improvement.
* Use the results of reflective practice, ETI inspection evidence and other external evaluations/feedback to develop the school
* Lead and manage the process of monitoring, reviewing and evaluating school policies and procedures

**Leadership and Management of our Teaching Staff**

* Create opportunities for distributed leadership
* Develop, empower and maintain individuals and teams
* Delegate tasks, monitor and review their implementation
* Maintain a transparent, reasonable and equitable culture where conflict is managed effectively
* Provide guidance and support for teachers’ performance to develop skills and raise standards
* Provide critical feedback and action planning relating to performance where required
* Work with the staff team to recognise and disseminate effective practice and challenge and address unacceptable performance

**Leadership in Teaching and Learning for our students and staff**

* Ensure effective and accessible implementation of the Camphill Waldorf Curriculum.
* Work together with teaching staff in school and the wider SEN school community to promote and share best practice
* Work collaboratively with other professionals to improve quality of life and outcomes for all students.
* Foster a passion for and dedication to the student’s learning process
* Lead and monitor the process of creating, reviewing and evaluating Personal Learning Plans
* Lead and manage continuous improvement in holistic teaching and learning

**Management of our school**

* Prioritise, plan and organise own and others’ workloads
* Work for solutions using an inventive, proactive approach
* Make robust decisions and judgments based on balanced and well researched data
* Establish, develop and maintain suitable and effective processes, structures and systems
* Lead and manage the development and implementation of school improvement initiatives
* Manage human, physical and financial resources efficiently and effectively.
* Work closely with the Head of School to provide effective reports to Trustees on the school’s progress and development.

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| **Person Specification** |
| **ESSENTIAL CRITERIA –** all applicants MUST be able to demonstrate **either at short-listing or at interview all essential criteria listed below.**  Applicants should therefore make it clear on their application form how they meet these criteria. Failure to do so may result in you not being shortlisted. |

| **Essential** | **Desirable** | **Evidenced Through** | |
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| **Application Form** | **Interview** |
| 1. Qualifications | | | |
| A teaching qualification which meets the requirements for recognition to teach in schools in Northern Ireland  or  A Bachelor’s Degree and a Waldorf Teaching Certificate | Level 5 Positive Behaviour Support Qualification (PBS)  An additional postgraduate  (or equivalent or higher) qualification in Education. |  |  |
| 1. Personal Qualities | | | |
| Embodies Camphill Glencraig’s vision and values-POTENTIAL  Enthusiasm and Motivation  Assertiveness and Confidence  A caring child centred approach  Integrity and Discretion  Advocacy and Empathy  Resilience  Tact and Diplomacy  Decisiveness  Adaptability. | Creative thinking  Artistic ability |  |  |
| 1. Experience | | | |
| Have a minimum of 7 years teaching experience in a paid capacity in primary/post primary SEN education **and/or** equivalent experience in an affiliated educational body, within the last 12 years | Have demonstrable experience as a Designated Teacher/ Deputy Designated Teacher with whole school responsibility for Child Protection including staff training, record keeping, liaising with parents and outside agencies. |  |  |
| Have a minimum of 5 years’ experience within the last 12 years, involving management of support staff in a special school | Can demonstrate evidence of involvement in staff development within school |  |  |
| Evidence of having successfully led and managed a key aspect of school improvement |  |  |  |
| Evidence of involvement in strategic planning. |  |  |  |
| 1. Specialist Knowledge and Skills | | | |
| The Waldorf Curriculum in the context of a Camphill school setting and current policies and procedures | Specialised knowledge of or training in working with learning disabilities, associated SEWB issues and interventions such as PBS and Crisis Prevention Interventions (CPI) |  |  |
| Current educational developments and the ability to evaluate and respond to new educational challenges and manage change effectively | Training and experience in the management and administration of medicines |  |  |
| Effective classroom pedagogy and how to ensure high standards of teaching, learning and achievement throughout the school | Training in Risk Assessment e.g. IOSH |  |  |
| Effective data management | Makaton |  |  |
| Effective organisational management including the appropriate deployment of resources |  |  |  |
| Effective financial management |  |  |  |
| Lead, motivate, manage, challenge and enthuse others |  |  |  |
| Create an ethos and articulate vision for the future of the school |  |  |  |
| Develop good relationships at all levels and promote a collaborative and team approach among staff, students, parents and trustees |  |  |  |
| Lead strategically and develop self and others in order to achieve outcomes |  |  |  |
| Promote, achieve, monitor and evaluate high standards of teaching, learning and achievement throughout the school |  |  |  |
| Experience of multiagency or multi-disciplinary working |  |  |  |
| Communicate effectively orally and in writing |  |  |  |
| Organise and prioritise workload effectively |  |  |  |
| Deal with staffing matters in accordance with CCG policies and procedures |  |  |  |
| Manage time effectively. |  |  |  |

**Camphill Community Glencraig reserves the right to enhance the essential criteria, if necessary, in order to facilitate a manageable shortlist.**

**Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) or NISCC upon taking up employment.**

Benefits

* 33 days annual leave pro rata plus Camphill Community Glencraig recognises 12 statutory days.
* Organisation Pension
* Occupational Sick Pay Scheme
* Free parking on site
* Paid 30-minute break.
* Optional enrolment into the Benenden Health Scheme
* Commitment to development of the staff team through training and learning opportunities.
* Death in Service Insurance Benefit 2x Salary
* Access to the Blue Light card

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:

HR DEPARTMENT

Camphill Community Glencraig

4 Seahill Road

Craigavad

Holywood

Co Down

BT18 0DB

Or emailed to [hr@glencraig.org.uk](mailto:hr@glencraig.org.uk)

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| This Job Description is a general outline of the post as Camphill Community Glencraig currently perceives it. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Camphill Community Glencraig aims to meet its vision and best respond to the needs of individuals accessing our services. |

Camphill Community

Glencraig

**Our Mission:**

Camphill Community Glencraig is a person-centred, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stake holders in Northern Ireland.

**Our Vision:**

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable each individual to reach their destiny.

**Our Values:**

**P**ositivity

**O**pportunity

**T**ransparency

**E**quality

**N**ature

**T**herapeutic

**I**nclusivity

**A**ccountability

**L**ife-Long Learning

**Positivity**

Our main priority is to support the well-being of those in our care at every opportunity. With a POSITIVE approach to life and work, we enable everyone to lead happy and fulfilled lives. We are prepared to take appropriate positive risks to support each individual to reach their potential.

**Opportunity**

We create diverse OPPORTUNITIES for all who live, learn, and work within Glencraig, to develop creative and meaningful life skills, healthy social relationships and to experience a holistic approach to community life.

**Transparency**

We embed TRANSPARENCY within our professional model of practice and funding. We actively encourage good transparent governance and standards in our community, seeking continuous improvement.

**Equality**

In realising the EQUALITY and uniqueness of each individual, we go beyond appreciating and understanding the abilities of those in our care. By recognising their unique individuality and contribution, we focus on developing positive relationships through an inclusive team, where everyone is valued and empowered.

**Nature**

We are inspired and committed to creating a conscious lifestyle. We are actively involved in reducing our environmental impact through caring for our land in an organic way that is respectful and sustainable whilst using our natural resources responsibly. This allows everyone to grow by engaging with NATURE, in a way that supports development and well-being, in a nurturing environment.

**Therapeutic**

We are committed to creating a THERAPEUTIC environment where children, young people and adults are supported and cared for through a holistic person-centred approach that integrates home life, education, and work. This is realised through connecting to natural rhythms which advance health and well-being. This approach meets the needs of each individual, creating a sense of belonging in the world and the confidence and independence to be participants in it.

**Inclusivity**

We create an INCLUSIVE, diverse community in which each member is accepted, appreciated, and included. We are also committed to engaging with the wider community to promote cultural and creative opportunities, as well as innovative projects.

**Accountability**

Accountability is important to us, and we hold ourselves individually and collectively ACCOUNTABLE for everything we speak and do. We are especially accountable for the quality of life offered to the children, young people, and adults we carry responsibility for. Their best interests and wellbeing are always our first priority.

**Life-Long Learning**

We are dedicated to creating and maintaining a life sharing community, in which people from different backgrounds and abilities can live, learn, work, and celebrate together in a homely, welcoming, and peaceful environment. By being open to learning from each other, we promote diverse opportunities of LIFE-LONG LEARNING for each person who is part of Camphill Community Glencraig.

**About Camphill**

The innovative communities that make up the Camphill Movement have, for almost 80 years, been creating new ways of supporting people with learning disabilities and other special needs so that their full potential can find expression.

The first community was founded at Camphill House, just outside Aberdeen, Scotland, in 1940, to educate children with learning disabilities. At that time, children with learning disabilities didn't usually receive an education, either staying at home or being placed in a hospital.

Camphill's founders, led by Dr Karl König and inspired by the Austrian thinker Rudolf Steiner's philosophy of anthroposophy, wanted to make a real difference in the lives of these people who were marginalised and excluded from society. They believed that children and adults with learning disabilities had much to contribute if only their inner self could find expression.

Dr König felt that, through communities, new ways of healing might be introduced into society to counter some of the more harmful aspects of modern life. The vision still lives and each new generation in Camphill strives towards achieving it.

Camphill Communities are communities with children and adults with learning disabilities living together with co-workers and their families in such a way as to foster mutual help and understanding.

Helper and helped live and work side-by-side, each learning from the other.

Effective community-building does not come about without a struggle and makes tremendous demands on those involved, both humanly and physically. The Camphill way of life provides an enormous stimulus for those who take it up, whatever their age or ability. By providing challenges for self-advancement and by respecting the developing individuality of each person, life in Camphill allows everyone the freedom to grow to his or her fullest potential.

**Camphill in Northern Ireland**

There are four Camphill Communities in Northern Ireland.  Glencraig Community near Holywood in Co Down, Mourne Grange near Kilkeel in Co Down, Clanabogan near Omagh in Co Tyrone and Camphill Holywood with their bakery, coffee shop and Shop in the centre of Holywood in Co Down.

Each Community has a management Council and funding is provided by Health and Social Care Trusts and charitable donations.

**Camphill Community Glencraig**

Camphill Community Glencraig is an integrated therapeutic community where we aim to maximise the potential of each Child, Young Person and Adult in our care and will endeavour to support families, staff, co-workers, volunteers, and partners of Glencraig.

We are a home to around 50 adults and children with special education, physical and learning needs, long and short-term life sharing volunteer co-workers and their families alongside employed staff members.

It is also the site for Glencraig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.   



**POSITION APPLYING FOR:**

**Deputy Head of School – 25/43/DHS/WEB**

**PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE**

**ONLY APPLICATIONS CONTAINING ALL OF THE INFORMATION WHICH HAS BEEN SOUGHT WILL BE CONSIDERED**

**PLEASE RETURN COMPLETED FORMS BY: 4pm, Monday 16th June 2025**

**To:** [**hr@glencraig.org.uk**](mailto:hr@glencraig.org.uk) **or alternatively posted applications can be returned to HR Department, Camphill Community Glencraig, 4 Seahill Rd, Craigavad, Holywood, BT18 0DB.**

\*\*Monitoring Form must accompany application forms to be considered for shortlisting, CVs will not be accepted \*\*

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| Surname: |  | | | Title: Mr/Mrs/Miss/Ms | | | | | | |
|  |  | | | Other (please specify) | | | | | | |
| Forename(s): | |  | | Maiden Name  (if appropriate): | | Other Former Name(s): | | | | |
| Home Address: | | |  | Address for Correspondence (if different): | | | | | | |
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| Home Telephone No.  (incl STD Code) | | | | Daytime Telephone No.  (incl STD Code) | | | | | | |
| Mobile Tel No: | | |  | National Insurance No. |  | |  |  |  |  |
| Email Address: | | | | | | | | | | |
| Do you hold a current full UK driving licence? Yes/No | | | | Do you have access to a form of transport?  Yes/No | | | | | | |
| Nationality: EC/Non-EC | | | | If Non-EC, please specify | | | | | | |
| Do you have the right to work in the UK? Yes / No  ***Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006****.* | | | | | | | | | | |
| **If currently in the UK with UK Visa, please provide type of Visa and expiry date:** | | | | | | | | | | |
| **Are you currently NISCC Registered? - if yes, please enter your registration details below** | | | | | | | | | | |
| **Were you referred by an existing Camphill Community Glencraig Employee? Yes / No**  **If yes, please enter the employee’s name here: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |

*As an organisation regulated by the RQIA, you must provide a comprehensive account of your educational and employment history from the age of 18 or the time you left secondary education, whichever came first, to the present day. Please include start and end dates (day, month, and year) for each period of education and employment below. Any gaps between these periods should be clearly explained in the section provided.*

**EDUCATION – GENERAL**

**GCSE/'O' Levels/'A' Levels/Secretarial Exams etc.**

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| Subjects passed | Examining  Body | Level Attained  (e.g. GCSE etc.) | Grade | Year |
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**FURTHER / HIGHER EDUCATION**

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| Academic Institution | Level of Education | Result | Date from  dd/mm/yyyy | Date to  dd/mm/yyyy |
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**EXAMINATIONS PENDING**

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| Qualification(s) | Date to be taken |
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**TRAINING**

Details of Training Courses attended, and awards achieved, including dates if appropriate.

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| Details of Course | Organisation  who provided Training | Date Course Completed |
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**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

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| Date Joined | Institute / Organisation | Grade of Membership (Where appropriate) | Membership Number |
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**EMPLOYMENT HISTORY – PRESENT OR MOST RECENT POST**

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| Name and Address of present employer: | Title and grade of post: | | | |
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|  | Present Salary/Wage: | | | |
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|  | Title/Level of Person you currently report to | | | |
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| Status: |  | | | |
| Permanent/Temporary/Fixed Term |  | | | |
| Department: | Date  appointed: | Day | Month | Year |
| Location: | Period of Notice required: | | | |
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| Present duties and responsibilities: | | |
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|  | *(please continue on separate sheet if necessary, clearly marking the question it is linked to)* |  |

**PREVIOUS POSTS (Beginning with most recent)**

**NB:** To assist consideration in your application, please give precise dates for each period of employment. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

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| Name and Address of Employer | | | Grade/Position and Department/ Speciality | From  dd/ mm/ yy | To  dd/ mm/ yy | |
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| Please account for periods of time after you completed secondary education and between employment position that have not already been addressed in the application. | | |
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| Please detail any other information which may be relevant to your application |
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| Please detail **PRECISELY** how you meet each element of the Essential Criteria detailed in the Personnel Specification. If you believe you also meet elements of the Desirable Criteria, please detail these also. | | | | | |
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| How do you believe your own values would contribute in line with the organisation’s values and mission? | | | | | |
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**REFEREES**

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

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| Name: |  | | Name: |  | |
| Capacity in which known | | | Capacity in which known | | |
| Address: | |  | Address: | |  |
|  | | |  | | |
|  | | |  | | |
| Postcode: | | | Postcode: | | |
| Email Address: | | | Email Address: | | |
| Daytime Telephone No.  (please indicate dialling code) | | | Daytime Telephone No.  (please indicate dialling code) | | |
| Contact only if appointment being offered subject to satisfactory reference, Access NI, and health assessment.  (please tick) o | | | Contact only if appointment being offered subject to satisfactory reference, Access NI, and health assessment.  (please tick) o | | |

**SPECIAL REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
|  | Do you require any special arrangements to be made to assist you if called for interview?  Please provide details: |  |
|  |  |  |
|  |  |  |
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**PERSONAL DECLARATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn. | | | | |
| Signature: |  | Date: |  |  |
| **Please ensure that you have completed all relevant parts of this application form.** | | | | |



Camphill Community Glencraig is committed to recruiting, retaining, and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we, not only meet our legal obligations, but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented, and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

**Sex** Male ¨ Female ¨

**What is your religion or belief?**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Roman Catholic community: |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Roman  Catholic community: |  |  |

If you do not complete this questionnaire, we are encouraged to use the “residuary” method which means that we can make a determination on the basis of personal information on file / application form.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you married or in a civil partnership Yes \* No \***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age** 16-24\* 25-29 \* 30-34 \* 35-39\* 40-44 \* 45-49 \* 50-54 \*55-59 \* 60-64 \* 65+ \*

Prefer not to say \*

**DOB -------/--------/---------**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How would you describe your national identity?**

English \* Welsh \* Scottish \* Northern Irish \*

British \* Other \* Irish \* Prefer not to say \*

**What is your ethnicity?**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

***White***

English \* Welsh \* Scottish \* Northern Irish \*

Irish \* Irish Traveller \* Other White background \*

***Mixed/multiple ethnic groups***

White and Black Caribbean \* White and Black African \*

White and Asian \* Any other mixed background \*

***Asian/Asian British***

Indian \* Pakistani \*

Bangladeshi \* Chinese \*

Any other Asian background \*

***Black/ African/ Caribbean/ Black British***

African \* Caribbean \*

Any other Black/African/Caribbean background \*

***Other ethnic group***

Arab \* Any other ethnic group \*

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**Disability**

Section 1 of the Disability Discrimination Act describes a disabled person as person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.

**Using this definition do you consider yourself to be disabled?** Yes\* No \*

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

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**What is your sexuality?**

Heterosexual/straight \* Gay woman/lesbian \*

Gay man \* Bisexual \*

Other \* Prefer not to say \*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have caring responsibilities? If yes please tick all that apply**

None \*

Primary carer of a child/children (under 18) \* Primary carer of disabled child/children \*

Primary carer of disabled adult (18 and over) \* Primary carer of older person (65+) \*

Secondary carer \* Prefer not to say \*

**By completing this form, you have helped us better understand**

**how we, as an employer, ensure equality of opportunity for all. Thank you for completing this form.**

**Declaration of Convictions Form**

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as “regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007 as amended by the protection of Freedom’s Act 2012. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

It is a **criminal offence** for a barred person to seek or undertake regulated activity, and it is an offence for organisations to “knowingly employ” a staff member or involve a volunteer in regulated activity if they are barred.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of which can be found at <https://www.nidirect.gov.uk/publications/accessni-code-practice>

The organisation has written policy on the recruitment of ex-offenders which can be made available upon request.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders**

**In Confidence**

|  |
| --- |
| **Regulated Activity**  The Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012 defines ‘regulated activity’ with children and adults. Regulated activity is work which a barred person must not undertake.  It is a **criminal offence** for a barred person to seek or undertake regulated activity, and it is an offence for organisations to ‘knowingly employ’ a staff member or involve a volunteer in regulated activity if they are barred.  Do you have any convictions that are not 'protected' (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)?  **YES NO**  Please list details below |
|  |
|  |
| **Do you have any prosecutions pending? YES NO**  (if yes give please give details) |

|  |
| --- |
| **Have you ever been convicted at a court or**  **cautioned by the police for any offence either in Northern Ireland or any other country?**  No  Yes    If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter. |
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| **Declaration of Abuse Investigation(s)**  Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse either in Northern Ireland or any other country?  No  Yes  If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s. |
|  |
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**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form and where applicable a police check if I am a non-UK National if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

|  |
| --- |
| Signature: Date: |
| Print name: |
| Any surname previously known by: |
| Position applied for: |