



# Mylnhurst

Preparatory School and Nursery



Mylnhurst  
Campus Group

MOTIVATE. ENGAGE. INSPIRE.

## *Class Teacher Maternity Cover* Application Pack



## *A warm welcome to Mylnhurst Preparatory School and Nursery*

Thank you for showing an interest in joining our team. Mylnhurst is a top independent day school for boys and girls aged 3 – 11. Ours is a happy, vibrant and thriving school. Set in beautiful and expansive grounds, our sun-filled Victorian and modern buildings provide the perfect metaphor for the school itself: proud of our traditional values but always looking towards the future. Since its founding by the Sisters of Mercy in 1933, generations of children have received an exceptional education and formed a lifelong bond with our school.

Learning at Mylnhurst is as intellectually stimulating as it is fun. The latest in digital technology is embedded within lessons and the curriculum is enriched by the knowledge and passion of subject specialists. Our glorious on-site facilities include a cookery room, outdoor classroom, swimming pool, Apple iMac suite, music rooms, a dance studio and sports hall. These resources enable our team of talented teachers to provide a wealth of opportunities within and beyond the classroom for children to discover their interests and talents and to develop the quiet self-confidence for which our pupils are known. Although we are proud of our strong track record of enabling children to enter their first choice of secondary schools, results are only a small part of the picture. It is our firm belief that happy children thrive. Our emphasis is as much on exceptional pastoral care and emotional wellbeing as it is on academic excellence.

This is a wonderful opportunity to become part of a dynamic team at one of the best prep schools in the North of England. We are looking for someone who will uphold our high expectations and embody our values, imbuing in our children a sense of pride and respect. The successful candidate will be able to quickly develop strong working relationships with pupils, parents and colleagues alike. If this could be you, we will look forward to receiving your application.

Warm regards,



Mrs Hannah Cunningham  
Headmistress

## *Ethos and Values*

Children are at the heart of all that we do at Mylnhurst. Our school is built around the values of respect, partnership, achievement, family and curiosity. Our school motto, 'Age Quod Agis' or 'Whatever you do, do it well' defines the expectations we uphold of ourselves and each other. We are a Catholic Foundation, welcoming children of all faiths and none.

## *'The Mylnhurst Way'*



We are fortunate at Mylnhurst to benefit from an exceptional team. In our one-form entry school, every class has a dedicated teaching assistant. In maths, we follow the Maths Mastery scheme and in KS1, our children learn English through Read, Write, Inc. It is our ambition to inspire our children in every lesson and our specialist team of teachers, who deliver science, music, PE, swimming, performing arts, computing and games, ensures that learning is taken to its furthest reaches. Our SEND department supports staff, parents and pupils so that every child's needs are met. We follow the Catholic R.E. curriculum and we celebrate Mass every half term.

Our children are happy, sparky and curious. We understand that children will only learn when their pastoral and emotional needs are met. Every member of staff across the school knows and

understands our children. Our chef, Gareth, goes to every length to ensure that dietary needs and preferences are met. Lunchtime is a family affair, with good manners and good conversation being the order of the day. Child leadership is central to our approach. Our House System is a thriving part of the school and brings the whole community together with a healthy sense of competition.

Co-curricular opportunity is the third pillar of 'The Mylnhurst Way'. Our enrichment programme is broad and balanced and provides an opportunity for children to discover their interests and for their talents to be nurtured. Mylnhurst has always had a formidable reputation in the sporting arena. We also put a great deal of emphasis on the confidence and communication skills that the performing arts instil. All of our pupils have the opportunity to perform for an audience throughout the year.



Mylnhurst boasts exceptional facilities, unrivalled for a school of our size. In addition to our on-site swimming pool and sports hall, our children enjoy learning in our outdoor classroom, which our children in Reception can slide into from their playground! Performing arts takes place in a sprung-floor, mirrored dance studio. With a parallel system in place, our Apple iMac Suite allows our pupils to learn the Microsoft and Apple systems with equal confidence. Our beautiful Chapel is a focal point for our whole school.

At interview, we will discuss the candidate's commitment to safeguarding and promoting the welfare of young people.



## *Terms and Conditions*

This is an MPS role. Lunches are provided each day at no charge. A laptop is also available to the successful candidate.

Mylnhurst is an equal opportunities employer and is committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation, age or disability.

## *How to Apply*

Please complete the School Application Form in full. A CV or alternative method of application will not be accepted. If you are short-listed, we will contact you to arrange an interview.

## *Further Notes*

This post is exempt from the Rehabilitation of Offenders Act 1974. All convictions and bind-overs must be declared.

The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (DBS). If the candidate has subscribed to the DBS Update Service they should advise the school of this and bring their most recent DBS Enhanced Disclosure with them to interview.

We will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview. If candidates are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If they are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although they may, where appropriate, answer not applicable if their duties have not brought them into contact with children or young persons.



Candidates should be aware that provision of false information is an offence and could result in their application being rejected or summary dismissal if they have been selected, and possible referral to the police and/or DfE Children's Safeguarding Operational Unit.

Interviews will be conducted in person, if possible, and the areas which it will explore will include suitability to work with children.

If you are invited to interview, you must bring with you documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body by the successful candidate.

All candidates invited to interview must also bring with them:

- Photographic ID: A passport and a current driving licence.
- A valid Visa (if applicable) showing their eligibility to work in the UK
- Confirmation of current address: (Two forms of ID required) A full list of acceptable ID documents are listed at the end of this explanatory note - please note that mobile phone bills and online bank statements are not acceptable forms of ID.
- Their most recent DBS Enhanced Disclosure if they have subscribed to the DBS Update Service.
- Other documentation: A birth certificate and, where appropriate, any documentation evidencing a change of name e.g. marriage certificate, etc. Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

## PRE-APPOINTMENT 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). One of these must be from the current or most recent employer.
- Verification of identity and qualifications.
- Confirmation of right to work in the UK.
- A check of the Children's Barred List.
- A Criminal Records Enhanced Disclosure check through the DBS that is satisfactory to the School.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may require in accordance with statutory guidance.
- Verification of professional status such as QTS Status (where required), NPQH.
- Checks with Department for Education Teaching Regulation Agency (TRA) (previously the NCTL) that the individual is not subject to a prohibition order or other sanctions
- Verification of successful completion of statutory induction period (applies to those who obtained GTQ after 7 May 1999).
- Verification of medical fitness in accordance with guidelines from the Department for Education.
- The individual is not banned from working with children through Disqualification under the Childcare Act 2006. WARNING Where a candidate is: Found to be on Children's Barred List or the Criminal Records Enhanced Disclosure shows he/she has been disqualified from working with children by a Court; or Found to have provided false information in, or in support of, his/her application; or The subject of serious expressions of concern as to his/her suitability to work with children. The facts will be reported to the Police, the Disclosure and Barring Service (DBS), the DfE and the Local Authority Designated Officer (LADO) at the Local Safeguarding Childrens Board (LSCB).

## LIST OF VALID IDENTITY DOCUMENTS

The original documentation you need to take into the school office should include:

One document from Group 1 and two further documents from Group 1, 2a or 2b; one of which must verify your current address.

### Group 1 Documents (Primary Identity Documents)

- Any Current and valid Passport
- Biometric Residence Permit (UK)
- Current and valid Driving Licence Photocard (Full or Provisional) - UK, Isle of Man, Channel Islands and EEA
- Birth Certificate (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, eg, embassies, High Commissions and HM Forces) – issued within 12 months of birth
- Adoption Certificate (UK and Channel Islands)

### Group 2a Documents (Trusted Government Documents)

- Current and valid Driving Licence Photocard (Full or Provisional) – All countries outside the EEA (excluding Isle of Man and Channel Islands) • Current and valid Driving Licence (Full or Provisional - paper version) - if issued before 1998 (UK, Isle of Man, Channel Islands and EEA)
- Birth Certificate (UK, Isle of Man and Channel Islands) – issued after time of birth • Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Channel Islands and Isle of Man)

### Group 2b Documents (Financial and Social History Documents)

- Mortgage Statement (UK or EEA) \*\*
- Bank or Building Society Statement (UK and Channel Islands or EEA) \*
- Bank or Building Society Account Opening Confirmation Letter (UK) \* • Credit Card Statement (UK or EEA) \*
- Financial Statement (eg, Pension or Endowment) (UK) \*\*
- P45 or P60 Statement (UK and Channel Islands) \*\*
- Council Tax Statement (UK and Channel Islands) \*\*
- Utility Bill (UK) – please note that Mobile Phone is NOT accepted \*
- Benefit Statement (eg, Child Benefit or Pension) (UK) \*
- Central or Local Government, government agency, or local council document giving entitlement, eg, from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) \*
- EEA National ID Card (Must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) (Must still be valid)
- Letter from Head Teacher or College Principal (UK - for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)

\* issued in last 3 months \*\* issued in last 12 months

Please note that only valid, current and original documentation will be accepted. Photocopies will not be accepted. Documentation printed from the internet (eg, internet banking) will not be accepted.