



Dear candidate,

Thank you for your interest in working for TRACKS autism. We aim to be a happy and hard-working team dedicated to helping young children with autism and related conditions, parents, carers and families.

The person appointed should be flexible enough to accommodate the needs of the school, and management.

Advantages of working for TRACKS autism are:

- A friendly, close knit and supportive environment.
- The opportunity to make a difference to children's lives

All staff will be expected to take holidays during our vacations and periods of employment will begin and end at term breaks. Enhanced DBS Disclosure will be part of the appointment process.

As required by the Government, TRACKS autism plans to introduce a Workplace Pension Scheme in the year 2017, with an employer's contribution starting from 1%, increasing to 3% over a period of time. The employee contribution will start from 1% and will increase up to 5% over a period of time.

The application pack comprises of the following documents:

1. An application form
2. Equal Opportunities Monitoring Form
3. The Child Protection Policy Statement
4. Job Description and Person Specification
5. Information about TRACKS autism
6. Annual Report 2014

Please ensure that all application forms are sent to the undersigned at monica.chetal@tracks-autism.org.uk. The closing date for receipt of application forms is midnight of **5th July 2016**. Please clearly mark the position that you are applying for, writing 'Confidential' on the same.

Interviews will be held in the week of **11th July 2016**.

Yours sincerely,

Monica Chetal Sharma

APPLICATION FORM

Position applied for				
Full Name				
Previous names				
Address				
Date of Birth				
Phone/ Mobile				
Email				
DCSF number: Teaching posts only.				
NI number				
1st Language/ 2nd Language spoken				
Names and contact details of three References (One of whom should be your most recent employer or educational establishment) Please be aware that we are required to obtain references for the selected applicants. If you are selected/ shortlisted, we will contact you to obtain your consent prior to approaching your referees.	Name	Job title	Contact details	Relationship to you

Qualifications/ Current Studies	Institution Awarding Body	Qualification Achieved			Date Awarded
Provide details of your education from secondary stage onwards. If necessary please continue on a separate sheet.					
Employment History	Name and Address of Employer	Job Title	Date employment started	Date employment ended	Reason of Leaving
Previous work record (starting with the most recent) in chronological order since leaving school. Please include periods of voluntary work and reasons for any gap of employment. Please continue on a separate sheet if necessary					

<p>Personal Statement</p> <p>Please use this section to explain why you are interested in this particular position at TRACKS autism and how you feel that you meet the requirement of the Person Specification.</p>					

General Information	Would you need adjustments to the workplace for the interview process? (if yes, please supply details on a separate sheet)	Yes/ No
	What is your nationality?	
	Do you require a visa to work legally in the UK?	Yes/ No
	How many days of sick leave have you taken in the last 12 months?	
	Have you ever been dismissed or given a disciplinary warning by any previous employer? (if yes, please supply details on a separate sheet.)	Yes/ No
	Do you have a full, clean driving licence?	Yes/ No
	Do you have any family or close relationships to anyone associated with TRACKS autism? (e.g. existing employees or trustees). If yes, please supply details on a separate sheet.)	Yes/ No
Disclosure of criminal record	<p>a <i>Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Applicants are, therefore, required to give all relevant information about all convictions, cautions and bind-overs, including those which for other purposes are “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.</i></p>	
	Do you have any prosecutions pending?	Yes/ No
	Do you have any criminal convictions, cautions or bind-overs (whether spent or not under the Rehabilitation of Offenders Act)?	Yes/ No
	<p>If you have answered ‘yes’ to the above two questions then please provide details to the Executive Trustee in a sealed envelope marked “Strictly Confidential” and return the envelope with your application. Any offer of employment will be subject to a number of checks and clearances including a satisfactory Enhanced DBS Disclosure being obtained.</p>	

<p>Declaration</p>	<p>The information on this form will be processed in accordance with the Data Protection Act 1998 and by signing this form you are consenting to this information being processed. If you are subsequently employed by TRACKS autism, this information will form the basis of your employment records; otherwise it will be destroyed 6 months after the vacancy is filled.</p> <p>By signing also, you confirm:</p> <p>That to the best of your knowledge the information you have provided is correct and gives a fair representation of your qualifications, skills and employment history. You should understand that these details will be held as part of your official employment record and if any misleading information has been given, this may lead to the termination of your employment.</p> <p>That you are not disqualified from working with children, or subject to sanctions imposed by a regulatory body.</p> <p>That you either have no criminal convictions, cautions, bind-over or prosecutions pending, or you have attached details of your record in a sealed envelope marked confidential.</p> <p>Signature:..... Date:</p>
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EQUAL OPPORTUNITIES MONITORING FORM

Information for job applicants

Why monitor?

Without monitoring, an organisation will never know whether its equal opportunities policy is working. To have an equality policy without monitoring is like aiming for good financial management without keeping financial records.

Monitoring can tell an organisation whether it is offering equality of opportunity and fair treatment to all. It can also tell an organisation how and why it is falling short of this ideal. The organisation can then concentrate on finding solutions and making changes, rather than using guesswork or assumptions.

Monitoring has wider benefits too. In employment, monitoring can spot barriers which prevent an organisation from making use of available talent.

Categories for ethnic monitoring

The Commission for Racial Equality recommends that organisations use the same ethnic classification system as the 2001 census so that organisations can make comparisons with census output data.

How will the information be used?

We will use the information gained to highlight possible inequalities and assist us with investigating their underlying causes and, removing any unfairness or disadvantage. The information gathered will also allow us to analyse how our personnel practices and procedures affect different groups.

Do I have to complete this form?

Some of the information requested is un-contentious. However, other questions on the form are highly personal and sensitive. Our intention is to monitor equality of opportunity but we understand that people have varied views on disclosing personal information of this type. Please respond to those questions you feel comfortable to respond to.

Confidentiality

The Data Protection Act 1998 states that some of the information on this form is 'sensitive personal data.' This means that the information you reveal about yourself will not be disclosed, other than as a part of the generic monitoring statistics which the organisation undertakes. The information will be used for the practical purposes already stated.

Please return this form.....

To the same address as your application form, either separately or with your application form. The form will be processed separately to your application form.

What is your ethnic group?

Please read the **Monitoring Form - Information for job applicants** which accompanies this form. We hope you will want to complete this form. However, if you choose not to, your application will not be adversely affected.

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A WHITE

British	<input type="checkbox"/>	Any other please write in
Irish	<input type="checkbox"/>	

B MIXED

White and Black Caribbean	<input type="checkbox"/>	Any other Mixed background please write in
White and Black African	<input type="checkbox"/>	
White and Asian	<input type="checkbox"/>	

C ASIAN OR ASIAN BRITISH

Indian	<input type="checkbox"/>	Any other Asian background please write in
Pakistani	<input type="checkbox"/>	
Bangladeshi	<input type="checkbox"/>	

D BLACK OR BLACK BRITISH

Caribbean	<input type="checkbox"/>	Any other Black background please write in
African	<input type="checkbox"/>	

E OTHER ETHNIC GROUP

Other	<input type="checkbox"/>	Any other please write in
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What is your religious belief?

None	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Any other religion (<i>please specify</i>)			

What is your sexual orientation?

Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>	Other (<i>please specify</i>)			

Disability

Do you consider that you have a disability? Yes No

N.B. The Disability Discrimination Act's definition of disability is someone who has a substantial impairment that has a long-term (a year minimum) adverse effect on day-to-day activities.

Partnership status

Are you: Married Single Partnered
 Other (please specify)

Sex

Are you: Male Female

What is your age group?

Under 21 22 to 30 31 to 40
 41 to 50 51 to 60 61 and over

Details of the post

Position applied for? Date of application

Where did you learn of the vacancy?

THE INFORMATION CONTAINED ON THIS FORM WILL BE HELD ON A COMPUTER FILE
 The organization does not discriminate on the grounds of age.

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organizations or agencies in accordance with the Data Protection Act 1998.

Signed

Date

Completion of this section will help us fulfill our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations



between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

Thank you for taking the time to complete this form.

CHILD PROTECTION POLICY STATEMENT

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the Every Child Matters Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children and young people's wellbeing:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution; and
- Achieve economic wellbeing

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm. Safeguarding is about more than child protection. Child Protection is specifically about protecting children and young people from suspected abuse and neglect. Safeguarding is much wider than child protection. It includes everything an organisation can do to keep children and young people safe, including minimizing the risk of harm and accidents and taking action to tackle safety concerns.

TRACKS autism Early Years Centre recognises the responsibilities of all staff to safeguard children. All staff, including volunteers, students and service providers have an active part in protecting children from harm.

The purpose of this Safeguarding Policy is to set a clear protocol of action and a framework for our responsibilities and legal duties in relation to each child's welfare. The hope is to ensure a reliable and effective response in the event of any concern for a child's welfare, and to support each child and each family.

We aim to put children's needs first at all times. We aim to develop a trusting relationship with the children in our care, so that they know they will be listened to and believed.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise awareness of staff of the need to safeguard children and their responsibilities in identifying and reporting possible abuse.
- To provide systematic means of monitoring children known to be at risk of harm.
- To emphasise the need for good levels of communication between members of staff and between staff and parents/carers
- To ensure that all staff who have access to children are suitable to do so and have a valid satisfactory DBS check.
- To ensure that all staff receive regular child protection training as a condition of employment.

For further details on this Policy, please refer to our website www.tracks-autism.org.uk/





INFORMATION ABOUT TRACKS autism

TRACKS autism is a unique independent charity and specialist Early Years Development Centre based in Stevenage, Hertfordshire, offering a pre-school setting for children with Autism and related conditions. It is also actively involved in outreach work.

Vision: To be a nationally recognised centre of excellence for pre-school children with autism or a related condition.

Mission: To make a positive difference to the lives of children with autism or a related condition. To do this by:

- Running and maintaining a specialist early years centre
- Supporting parents and families through workshops and practical support including early intervention training
- Undertaking research and embedding that knowledge and expertise in the services offered by TRACKS
- Campaigning for Change

Ethos:

- Respect for the child, integration and inclusion underpins all we do.

TRACKS autism celebrated its **10th Anniversary** with a **Reception at Downing Street (July 2012) hosted by Samantha Cameron** and attended by over 100 special invited guests.

TRACKS autism was rated as **OUTSTANDING** by OFSTED (2010-11).

TRACKS autism provides a calm environment for up to 8 children in three hour sessions, currently five times a week, 48 weeks of the year. Sessions are normally 3 hour flexible sessions and include, where possible, wrap-around care for families.

A high percentage of children attending (over 58%) go on to mainstream infant school provision. TRACKS autism provides a high ratio of professional and specialist teachers (which includes trained volunteers) to make best use of its specialist setting and a positive learning environment to help the children develop:

- The means and motivation to communicate with others
- The ability to play and become active learners
- Basic skills and understanding

These aims are achieved in close partnership with parents and families in order to meet the individual needs of the child in line with Government best practice "Every Child Matters."

TRACKS autism utilises an interactive and multi-sensory approach to learning through play. Often our children with Autism and related conditions prefer to play alone and this may look as if they are deliberately ignoring others. This may in turn eventually stop other children and adults wanting to play and talk with them, which then prevents all kinds of learning, fun, and friendships.

TRACKS autism finds creative ways to encourage our children to be interested in their environment and those around them. Lots of time is spent following the child's lead and interests, encouraging them to just enjoy being and playing with others.

For further details, please refer to our website www.tracks-autism.org.uk/