



Employment application

Application for the post of: Sessional Caseworker

We will keep your application on file and, should you fit our requirements, will contact you the when we are interviewing for Sessional Caseworkers.

NT&AS undertakes to recruit and select staff in accordance with the organisation's Equal Opportunities Policy

Personal details:

| |
|-----------------------------------|
| Title: Mr/Ms/Mrs/Miss/Dr |
| Surname: |
| First name(s): |
| Previous name(s): (if applicable) |
| Date of birth: |
| Nationality: |
| Full postal address: |
| Postcode: |
| E-mail: |
| Home telephone number: |
| Work telephone number: |
| Mobile telephone number: |

GTC No: *if applicable*

Region applied for:

| |
|--|
| |
| |

Education / Qualifications / Relevant training:

| School/College | Dates | Examinations | Results/Grades |
|----------------|-------|--------------|----------------|
| | | | |

Essential

| | |
|---|----------|
| Able to travel and a car driver/owner | Yes / No |
| Able to travel using public transport ONLY COMPLETE IF APPLICATION IS FOR LONDON AREA | Yes / No |
| Own a mobile phone | Yes / No |
| I agree to comply with Company policies and procedures | Yes / No |
| I hold an EU passport or can provide evidence that I am entitled to work in UK | Yes / No |

Health

Do you have any health issues which may impact on your ability to fulfil the role?
Yes /No

If yes please provide details below:

Employment history:

Give most recent first, and continue on a separate sheet if necessary

| | |
|---|--------|
| Name and address of employer: | |
| Position Held: | Dates: |
| Present Salary: | |
| Summary of duties and responsibilities: | |

| | | |
|---|--------|---------------------|
| Name and address of employer: | | |
| Position held: | Dates: | Reason for leaving: |
| Summary of duties and responsibilities: | | |

| | | |
|---|--------|---------------------|
| Name and address of employer: | | |
| Position held: | Dates: | Reason for leaving: |
| Summary of Duties and Responsibilities: | | |

Supporting information:

Please supply evidence of how your skills and experience meet the person specification and job requirements

Referees:

Please give the names and addresses of two referees, one of whom should be your current or most recent employer

| First Referee | Second Referee |
|--------------------------------|--------------------------------|
| Name: | Name: |
| Email address: | Email address: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone No. | Telephone No. |
| Job Title: | Job Title: |
| Status (e.g. employer, friend) | Status (e.g. employer, friend) |

Rehabilitation Of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974. Any previous convictions must be disclosed. No offer of employment is made without a Criminal Records Bureau Enhanced Disclosure check having been carried out. Please list in the box provided any criminal convictions or any prosecutions pending or any police cautions.

The organisation's policy in relation to the recruitment of ex-offenders is available on request.

Declaration:

The information given in this application form is correct to the best of my knowledge. I understand that omission or misrepresentation may lead to dismissal.

Signed: _____

Date: _____

*Please return to: to Hazel Jones or Claire Warr, Recruitment Admin, National Teaching & Advisory Service, Dean Row Court, Summerfield Village Centre, Dean Row Rd, Wilmslow, Cheshire SK9 2TB
Tel. 0845 373 6886 Fax 0845 373 6887
Email: recruitment@ntas.org.uk*

The National Teaching & Advisory Service

JOB DESCRIPTION

Job Title: Sessional Caseworker

Reports to: Team Manager

Salary: From £11 to £24 per hour depending on qualifications and experience rising to £25 after one term of successful case holding

Job Purpose

- To promote the education inclusion of children facing difficulties in accessing or maintaining education placements
- To raise the attainment and education outcomes for children and young people
- To promote the commercial success of NT&AS.

Principal Responsibilities

1. Provide services in line with NT&AS and partner organisation contractual agreements
2. Maintain records in order to complete reports required using NT&AS electronic data storage systems
3. Provide direct teaching support to children appropriate to their individual circumstances, within NT&AS contractual agreements and implement education inclusion plans with schools, carers and social workers and other appropriate personnel
4. Provide effective casework services to raise outcomes for young people
5. Complete reports using the NT&AS casework model and to record information electronically with due regard for the Data Protection Act
6. Comply with education and employment legislation and guidance.

Shared Responsibilities

- Contribute to continuous company improvement
- Promote equal opportunities for staff and young people
- Ensure a positive presentation of NT&AS with partner agencies and in the community.

Sessional Caseworker - Person Specification

Minimum Essential Requirements

| Skills/Knowledge | Method of Assessment |
|---|---------------------------|
| High standard of oral and written communication | Application and interview |
| Knowledge of the services which children and young people can access | Application and interview |
| Experience of working as a proactive member of a multi-disciplinary team including the ability to build positive relationships with partner organisations, local authority personnel, schools, parents and carers | Application and interview |
| Commitment to the education inclusion of all young people | Application and interview |
| Experience of working with children and their families and/or carers drawn from a variety of social, economic and cultural backgrounds | Application and interview |
| The ability to organise and implement curricular activities which take account of the entitlement of children experiencing significant difficulties to attend and succeed in mainstream schools | Application and interview |
| Responsibility for curriculum delivery | Application and interview |
| Experience of promoting equal opportunities for all | Application and interview |
| Evidence of contribution to company/school development | Application and interview |
| Competent use of ICT for example MS word and Excel | Application and interview |
| Evidence of continued professional development | Application form |
| Good attendance record | Application and reference |
| Excellent employment record | Application and reference |

| Experience/Qualifications/Training | Method of Assessment |
|--|---------------------------|
| Desirable: <ul style="list-style-type: none"> • Qualified teacher status • GTC Registered • Successful classroom practitioner • Recognised youth work qualification • GNVQ Assessor/Verifier • Experience of supporting young people in an education setting • Experience of delivering vocational training • Experience of delivering activities in the community • Experience of working in a mainstream school or college. | Application and interview |

NT&AS EMPLOYEE MONITORING FORM

We are committed to ensuring that all job applicants and members of our staff are treated equally and not discriminated against on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form helps us to adhere to equal opportunities best practice and make progress towards identifying any barriers to diversity among our workforce. Please complete this form and return it with your application. The form will be separated from your application on receipt and will play no part in the recruitment process. Should your application be successful, the form will not be placed on your personnel file. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

Please state which job you have applied for and the closing date given for applications for that job.

Job applied for:

Closing date for applications:

What is your gender (please tick)?

If you are currently undergoing the process of gender reassignment, please tick your future gender.

Male

Female

How would you describe your nationality and/or ethnicity (please tick)?

| A | | B | | C | |
|--------------------------------------|--------------------------|---------------------------|--------------------------|--------------------------------|--------------------------|
| White: | | Mixed race: | | Asian or Asian British: | |
| British - English, Scottish or Welsh | <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Any other White background | <input type="checkbox"/> | White and Asian | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |

Any other
Mixed
background

Any other
Asian
background

D

**Black or
Black
British:**

Caribbean

African

Any other
Black
background

E

**Chinese or
other
ethnic
group:**

Chinese

Other
ethnic
group

Is your age between (please tick):

| | | | | | |
|-------|--------------------------|-------|--------------------------|------------|--------------------------|
| 16-24 | <input type="checkbox"/> | 25-29 | <input type="checkbox"/> | 30-39 | <input type="checkbox"/> |
| 40-49 | <input type="checkbox"/> | 50-59 | <input type="checkbox"/> | 60 or over | <input type="checkbox"/> |

How would you describe your sexual orientation (please tick)?

| | | | | | |
|--------------|--------------------------|-------------------|--------------------------|---------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> | Lesbian | <input type="checkbox"/> |
| Gay | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> | | |

How would you describe your religion?

My religion is:

Prefer not to say

I am not religious

The Disability Discrimination Act 1995 (DDA) defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the DDA (please tick)?

| | | | |
|--|--------------------------|------------|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Used to have a disability but have now recovered | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | |

Where did you hear about this job (please tick)?

Newspaper Friend Recruitment company
 (please specify which one)

.....

Company website Other (please specify)

.....
