



Emanuel School

Founded 1594

Working

at Emanuel School





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Our aims and ethos



Emanuel School is a co-educational independent day school in Wandsworth, with over 950 pupils from age 10 to 18. Combining academic ambition with a broad programme of co-curricular activities, we pride ourselves on developing our pupils into high achieving young adults; people who will make a positive contribution to the wider world.

As a school, our aims are:

- Promoting independent thought and a lifelong curiosity for learning
- The pursuit of academic excellence
- Providing a broad-based education enabling all pupils to discover their strengths, develop their individual talents and prepare for higher education and adult life
- Providing supportive pastoral care that nurtures health and wellbeing, emotional maturity and spiritual richness
- Engendering respect, tolerance and understanding of the importance of caring for others and the environment

Our ethos and approaches:

- **Pastoral care, wellbeing and pupil happiness:** we ensure that every child is recognised, included, valued and supported to enjoy their life, thrive, and be happy at our school.
- **Co-curricular and community life:** we cultivate an altruistic, outward-looking and caring place that helps young people enjoy a sense of fun, self-esteem and personal momentum. Emanuel is a place where they are encouraged and helped to find creative and co-curricular passions, and are given the support to sustain involvement in them.
- **Academic approach:** we sustain a vibrant, forward-thinking and exciting school, adding value to every pupil as a means of enhancing wellbeing – not harming it.
- **Communications and actions:** we are always professionally approachable, empathetic, positive and pupil-centered.



Welcome



Thank you for your interest in working at Emanuel School. I hope that the information provided in this pack, on our website and in the job materials will help you with your application, and give you a good flavour of our school. I am very proud of the educational offering at Emanuel, and hope that you will want to be part of our academic, sporting and creative achievement.

Emanuel is a special place to work and our results derive from a consistent, kind and purposeful approach in all that we do. We aim to:

- Be aspirational for every child, achieving the highest grades and hold no preconceptions,
- Value effort, determination and attitude above all else,
- Be confident in our specialist areas and their requirements,
- Be creative and innovative,
- Maintain an enjoyable sense of academic momentum and urgency.

I hope that this information pack gives you a good idea of the kind of school that you will be joining, if you are successful in your application.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'R. Milne'.

Robert Milne
Headmaster



An introduction to Emanuel



Emanuel School is a community of altruistic and aspirational young people and staff, showing kindness and respect to all, with a concern for pupil wellbeing at our core. Our charitable object is the provision of education with a Christian ethos. We are an academically selective school offering a broad curriculum and an excellent preparation for life.

Each year, our students leave Emanuel with a wide variety of individual talents and ambitions. Our many higher education destinations include Oxbridge and other top Russell Group institutions, such as Bristol, Exeter, Manchester, Newcastle and York. A small and growing number of students choose to study overseas, with international destinations including UNC Chapel Hill, McGill and the University of Minnesota.

Many students who pursue A levels in the creative and performing arts leave Emanuel for a prestigious set of destinations, including The Royal Drawing School, LAMDA, RADA and the Royal College of Music. A number of former pupils have established their name on the world stage in professional choirs and orchestras, the West End, BBC dramas and box office films.

Emanuel is a very popular school with far more pupils applying for places than we have spaces to offer. All staff at the school participate and take pride in our communications and the admissions process, helping the core team to reach out, identify and select the diverse, talented and friendly pupils who join us each year.

Along with high academic standards, we believe that success comes in many different forms and seek out pupils with a talent in music, art, drama and sport with scholarships available in these areas at all entry points. As a consequence, our art, music and drama departments are outstanding and we punch well above our weight in our major sports (netball, rugby, rowing, hockey and cricket). This gives Emanuel that distinctive “buzz” which many people notice when they come to visit us. We also have a sibling policy which encourages brothers and sisters to come to this school (about one third of the pupils here are siblings). This gives the school a very special, family feel.

As an independent school we are not obliged to follow the National Curriculum, although we tend to follow it fairly closely in most subjects. To



ensure that our pupils are stimulated and extended, we aim to teach “beyond the syllabus”. We offer GCSEs, IGCSEs and A levels at Emanuel. We ensure that, as well as the best possible qualifications, our pupils leave us equipped with the transferrable skills that they will need for the future which will enable them to work independently, organise themselves effectively, research, analyse, evaluate, communicate and debate. At Emanuel we are always striving to find new ways to deliver our educational programme.

We have excellent facilities for pupils and staff. As well as the main 12-acre site in Wandsworth, we have a boathouse in Barnes and playing fields in Raynes Park to support our busy programme of activities. Our pupils regularly achieve distinctions at county, regional, national and international level in netball, rugby, cricket and athletics. In rowing, one of our most popular sports, we have won the schools’ Head of the River race 11 times. We have produced Oxford and Cambridge blues and over 50 international oarsmen and women.

Our co-curricular programme offers breadth and depth. We promote the Duke of Edinburgh’s Award for the valuable training it offers in self-reliance and fostering a spirit of service to others. There are regular sport and music tours, academic-based trips all

over the world and a foreign language exchange programme. Pupils have opportunities to explore the capital’s museums, galleries, exhibitions and theatres, so conveniently on our doorstep and our drama students take productions to the Edinburgh Festival. We encourage organisation and leadership skills with pupils mentoring other pupils, managing house activities or setting up and running a company in the vibrant Young Enterprise scheme, in which we have been within one round of the national finals for the last two years.

All pupils at Emanuel are encouraged to be outward-looking and to contribute to the community, whether local or global. Pupils regularly support the work of charities with an annual charity week and a number of one-off activities throughout the year which allow pupils to raise further funds for their chosen charities.

Our sixth form students regularly raise money for our partner schools in Tamil Nadu, India, where a group of lower sixth students spend three weeks teaching English each summer. The sixth form is active on the charity and eco committees and many make individual contributions to our local community, volunteering at Nightingale House and the local playground for disabled children, taking part in the St





Marks food bank appeal and helping to organise the fundraising dinner for Spear (a charity that helps the homeless to independence).

We also partner with other schools, working collaboratively with state schools on projects such as public speaking, Model United Nations conferences, concerts, art projects and film-making schemes. Our Primary Ambitions programme, launched in September 2019, builds on this long-standing relationship with local schools. Every Friday afternoon all of our lower sixth students mentor, teach or coach primary pupils and provide opportunities in the creative and performing arts, in STEM and other academic subjects and in sports. We expect our pupils will thrive with this responsibility and further develop confidence, empathy and kindness, while we hope that the programme will inspire and challenge other young people to relish newfound opportunities, explore new friendships and celebrate their accomplishments.

The current gender balance for pupils is 50/50. Although this is a fee-paying school, there are some pupils whose parents pay no fees at all due to our generous scholarship and bursaries fund. In 2016 we launched the Fully Funded Places Campaign with the ambitious target of supporting 20

pupils on a free school place by 2020. The campaign echoed our founder's original establishment of 20 free places in 1594. The response to the campaign, from across the entire Emanuel community, was incredible with over 50% of Emanuel staff and over 300 Old Emanuels, current parents and friends of the school supporting the scheme. With the help of the entire community, we reached this significant milestone a year ahead of schedule. We are now embarking on a new campaign – 'Emanuel 430' – which sees us aim to fund 43 free places for pupils by the year 2024, which marks the school's 430th anniversary.

We are delighted to have so many talented pupils here as it makes Emanuel such an exciting and rewarding place to be.



Our pastoral structure



The school's pastoral structure provides a framework within which pupils may grow and flourish as individuals and in which their pastoral needs – disciplinary, emotional, moral, physical, psychological and spiritual – may be addressed individually and collectively.

Every pupil at Emanuel is part of a tutor group and is led by a **form tutor**, who oversees their holistic life and represents a consistent adult relationship. There are approximately 22-24 pupils per form in the Lower School, 20 in the Middle School and 16 in the Sixth Form. Tutor groups meet with their form tutor on a daily basis and the form tutor has an overall picture of the pupil's life at school and an understanding of their life at home. They are the first point of contact for parents if any concerns arise

Form tutors work as part of a team which meets on a regular basis under the leadership and encouragement of the **head of year**. The head of year is responsible for monitoring pupils' pastoral welfare, behaviour and general academic performance and will respond to matters referred to him or her by tutors and teaching staff.

The post involves ensuring effective liaison with parents and individual staff as appropriate. The head of year has an overall view of year assemblies and Life Education.

Heads of year are responsible to the **heads of section**: Lower School (Hill form, known as Year 6, and Years 7 and 8), Middle School (Years 9, 10 and 11) and the Sixth Form. Heads of section provide leadership and advice for their heads of year and form tutors and deal with pupils referred to them by heads of year, usually in liaison with the deputy head: pastoral.

The **deputy head: pastoral** is responsible to the headmaster and the governors for the overall pastoral welfare of the school.

The pastoral structure described above is complemented by two **chaplains** and two **school counsellors**. Pupils may be referred by any colleague for counselling and emotional help. Pupils may also refer themselves. The **school nurse** also has an important role in listening to pupils and this role is valued by pupils and staff. The present chapel stands at the physical centre of the school and pupils attend once each



week in Years 6–9 and fortnightly in all other years. Services usually consist of a hymn, an address by one of the chaplains, prayers, an anthem sung by the chapel choir and a blessing. The address is accessible to pupils of all faiths and of none and is educational and reflective rather than homiletic or evangelical.

The deputy head: pastoral has the overview of Emanuel's **Life Education** programme at all levels of the school. The programme provides a valuable opportunity for pupils to broaden their understanding of issues that impact not only themselves, but the wider community, while preparing for their own futures as global citizens. Pupils learn about a range of relevant political, social and health issues through discussion-based activities led by their form tutor and head of year.

Every pupil at Emanuel belongs to a **house**, which operate vertically throughout the school. Pupils are therefore integrated across year groups and the houses form a basis for much of the in-school sports, competitions and events. From the start of the Middle School (Year 9), pupils join a house-led **peer mentoring group**, which meets fortnightly. The group consists of three or four pupils from each year and is led by at least three upper sixth form mentors. Specially

trained, the sixth form mentors, with the support of the senior mentors and heads of house, organise discussions and short activities designed to help pupils with day-to-day school life, make friends across the years, and informally share advice on future academic plans. Pupils will stay in the peer group (and house) until they leave Emanuel.

The pastoral committee (consisting of the deputy head: pastoral, heads of section, year heads, and the chaplains) meets at least once in each half of term. Other colleagues are invited to attend as appropriate. It discusses matters of current pastoral importance and also reviews and initiates policies.

Emanuel's pastoral structure allows for a framework within which pupils are given a strong degree of pastoral security and care, even when they may not be aware of it.





Safeguarding & welfare of pupils



Overview

Emanuel School is committed to safeguarding the welfare of children in our care. We seek to do this by providing a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of each pupil in the school, taking into account the child's age, characteristics and needs.

We are determined to take all reasonable measures to address concerns about pupil welfare and to ensure that risks of harm to children's welfare are minimised. To this end, we are committed to ensuring good levels of communication between staff, pupils, parents, agencies, police and support services provided by statutory and voluntary agencies, including Social Services. We recognise that confidentiality must wherever possible be respected in all matters relating to child protection.

Staff

We carry out checks on all staff, including references from previous employers, verification of identity and qualifications and a satisfactory disclosure from the Disclosure and Barring Service, before they take up an appointment in order to comply with existing legislation and guidance. We have procedures to deal with allegations made against staff.

The school has a small team of teachers with designated child protection and safeguarding responsibilities. These include making contact with Social Services should there be a significant concern, and monitoring children known or thought to be at risk of harm. Members of our governing body have also been trained in child protection issues and the Chair of governors is the link governor in this area.

A regular review of policies and procedures is undertaken to take account of changes in personnel and legislation and to monitor how the school's duties have been discharged.



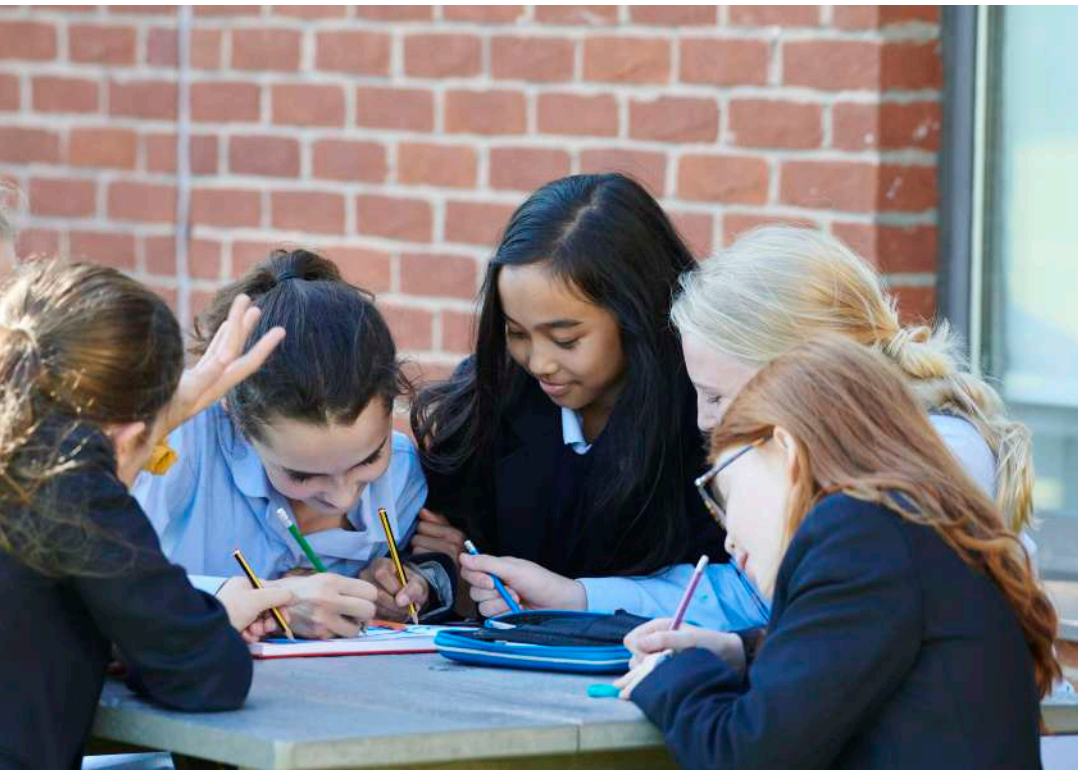


Pupils and the educational experience

We want Emanuel to be a safe school. Children have a number of staff to whom they can turn when they need advice and support eg form teachers, the teachers with designated child protection responsibilities, school counsellors and the chaplains.

We have created a curriculum which fosters the personal, emotional and social development of every pupil. The life education programme considers issues of personal safety and health. The school in no way condones bullying or racist incidents; guidance is issued to staff in these areas and life education lessons cover these issues.

Our health and safety policy reflects the consideration we give to the protection of our children both within the school environment and when undertaking trips and visits away from school. We promote security on school sites through security staff and staff duties in the school.





Supporting our staff



The words that most of our staff associate with our school are “friendly”, “welcoming” and “caring”. It is this warm culture that people comment on when they visit the school, and it’s a significant reason for the school’s popularity with parents and the local community. Within this supportive environment, it’s no wonder that pupils thrive and that each is enabled to achieve their best academic potential, as well as developing specialist skills in art, drama, music and sport.

Everyone works hard here, and anyone joining the school should expect to be kept busy, but there’s a strong sense of community and friendship. From the Monday briefing to all staff, to the half-termly staff meetings, termly consultative group meetings and a dynamic common room committee, there’s a real dialogue about what the school is up to, and where it’s headed.

We’re rolling out a new appraisal scheme with a focus on the employee’s professional development; we sponsor postgraduate courses and a range of training opportunities; we offer a healthcare plan via Simply Health that includes counselling and support and we’re committed to supporting staff wellbeing. The staff football teams are well established and there’s access to the gym and the swimming pool at specific staff-only times. A Ride-to-Work scheme allows our staff to buy new bicycles in a tax-efficient way and with an interest-free loan, and there’s plenty of cycle storage around the site. All staff benefit from good pension provision and a free lunch during term time – which is always excellent! Croissants on Fridays have also become a very welcome fixture.

All teaching staff have their own tablets and our ICT facilities are being continually upgraded to support the latest teaching initiatives. Class sizes never exceed 24 and in many cases are much lower, so teaching staff have the time to help individuals and concentrate on their teaching. Our friendly and well-behaved pupils respond to caring and dynamic teaching and, as an independent school, there is the freedom to teach to your strengths and try out new methods.

We look to appoint excellent, hardworking and motivated members of teaching and support staff, who are excited about playing their part in our school’s development. We hope that you will want to join us.

Recruitment at Emanuel School



Emanuel School is committed to ensuring the best possible environment for the children and young people in our care. Safeguarding and promoting the welfare of children and young people is our highest priority. We aim to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the school's recruitment process should go to the HR Director via recruitment@emanuel.org.uk. Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve a degree of responsibility for safeguarding children, although the extent of that responsibility varies according to the nature of the post. As the job for which you are applying involves substantial access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not stop you from being appointed as we shall consider the nature of the offence, how long ago and at what age it was committed and any relevant factors. Please submit information in confidence in a sealed envelope which will be seen and then destroyed by the Headmaster or HR Director. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or HR Director. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, they will be required to notify the school immediately if there are any reasons why they

should not be working with children. We take our responsibility to safeguard children very seriously and any staff member or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify us immediately. This includes notification of convictions, cautions, court orders, reprimands or warnings he/she may receive. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if it comes to light subsequently.

The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism' - known as the 'Prevent duty'. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children (paid or voluntary) your employer will be asked about disciplinary offences, including offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. If neither current nor previous employment involved working with children, your current employer will be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Invitation to Interview

Applicants will be short-listed according to the quality, relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant

skills and experience will be discussed and practically assessed in more detail. The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist in attending the interview.

All candidates invited to interview must bring 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 by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Note that original documents are necessary. Photocopies/certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity/qualifications including evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred

List;

4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the Teaching Regulation Agency that they are not subject to any teacher sanction/restriction;
6. Verification of professional qualifications;
7. Where the successful candidate has worked or been resident overseas, such checks and confirmations to ensure that any events that occurred outside the UK are considered;
8. Satisfactory medical fitness;
9. Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
10. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Successful candidates must complete a pre-employment health questionnaire. The information submitted will be held in strictest confidence and reviewed against the physical or mental requirements for the particular role i.e. proposed workload, extra-curricular activities, layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references before interview, please notify us at the time of submitting your application. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The school will refer to the Department for Education ("DfE") document, 'Keeping

Children Safe in Education' and any amended version in carrying out required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/db-code-of-practice>

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

Recruitment of Ex-Offenders

We will not unfairly discriminate against any candidate on the basis of conviction or details revealed. We make appointment decisions on merit and ability. If an individual has a criminal record it will not automatically bar him/her from employment. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. It is also unlawful for the school to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the school to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018.

It is a criminal offence for any person disqualified from working with children to apply for a position in the school. The school will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the behaviour;
- whether the applicant is able to obtain a waiver from disqualification from providing childcare; and
- the circumstances around the offence and explanation(s) offered by the person.

For all roles in the school it is normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money/budget responsibility, it is our policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves driving responsibilities, it is our policy to consider it a high risk to employ anyone who has been convicted of drink driving.



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