

Dear Applicant,

EMPLOYMENT ENQUIRY: Vocational Trainer (Horticulture and employability)

CLOSING DATE: 25th July 2016 at 9 am

Thank you for responding to our advertisement and the interest you have shown in working for the Harington Scheme.

Please note that you should complete the application form fully. **CVs will not be accepted** as a form of application but only for the purpose of providing additional information. Application forms should be returned to us by 9am on the closing date and I do hope that you will find the time to complete and return your form.

If you are applying as a part-time/job share candidate please state this clearly in your application together with details of your availability.

We are only able to notify short listed candidates, therefore if you are not contacted within 28 days of the closing date, please assume that your application has been unsuccessful on this occasion. If you would like us to acknowledge receipt of your application, attach a stamped addressed envelope/postcard to your form.

Candidates who are shortlisted will be invited for interview on 29th July 2016.

The selection process will involve a micro-teach session, written assessment and an interview.

Once again, thank you for the interest you have shown so far and we look forward to receiving your application form.

Yours sincerely,



JOANNA BAXTER
SCHEME MANAGER



HARINGTON

learning to grow, growing to learn

55a Cholmeley Park
Highgate
London
N6 5EH

ACCOUNTS &
TRAINING CENTRE
020 3457 7997

FAX
020 8347 8860

ENROLMENTS & PLACEMENTS
020 7457 7989

HARINGTON GARDENERS
020 8348 5605

EMAIL
info@harington.org.uk

WEBSITE
www.harington.org.uk

VAT REG.NO.
396 5529 02



A company limited by guarantee
no. 1467946

Registered office address
as above

PATRON
Joe Swift

Founded in 1980 by 1



GUIDANCE NOTES FOR APPLICANTS

We ONLY accept applications made on our standard application form.

Introduction

Staff selection at Harington is achieved by following a set of policies and written procedures that ensure consistency and fairness in recruiting the right person for each job. The selection panel shortlists all candidates for interview by producing a person specification for each job that contains the essential requirements for the post, and also the desirable qualities. Only applicants who can demonstrate that they have the essential requirements for the post will be called for interview. Desirable qualities may be used for making a decision, or for arranging training for the successful applicant on entry.

The application form is designed so that the information for short-listing i.e. sections 7 to 10 can be detached and copied to the panel. Your completed application form is the only basis for considering your initial suitability for the post. No assumptions will be made about your experience or skills. This advice note is to help you to complete the application form effectively.

Please make sure that all sections of the application form are completed. Any applications received that are incomplete may not be accepted. Additional sheets of A4 paper may be used if there is insufficient space.

Read through each section of the application form carefully. You may find it helpful to photocopy the form and do a rough draft first.

No applicants will be considered after 3pm on the day shown as the closing date for applications.

1. Personal Details

Make sure that your name, address and telephone numbers and email are legible.

2. References

You must give your present or most recent employer as one of your referees. Internal candidates should give the name of their line manager. If you are studying, please give your tutor as a referee. If you have not been employed, you may wish to give the name of someone who can comment on your ability to do the job. You should not give the name of a relative as a referee.

3. Disclosure of Criminal Record

As part of Harington's safer recruitment process Harington operates a strict pre-employment vetting process, which includes a Disclosures and Barring Service (DBS) check.

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS (Children and Adults) this will include a check against the barred list.

It is essential that you complete this section accurately as failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record. Any employment offered will be subject to completion of a Criminal Records Bureau check and receipt of a satisfactory Disclosure certificate.

4. Other information

The drivers license question need only be answered if it is mentioned on the essential or desirable criteria for the job.

5 Declaration

Please read the declaration and data protection statement before signing. Owing to Data Protection regulations all applications must be signed and dated by the applicant. Electronic signatures will be accepted.

6. and 7. Present and Past Employment

Starting with the most recent, list all the employers you have worked for and provide details of the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirements for the post. Please list any break in employment, giving reasons.

8. Education, Qualifications and Training

Starting with the most recent, in each section please list qualifications and training. You may continue on a separate sheet if necessary. This information may help assess whether you have a relevant qualification or meet some other requirement.

9. Supporting Statement

This is the most important part of your application, as it is here that you have to make a case for your selection. Use the space to tell us how your experience, skills and training enable you to meet each of the essential selection criteria. Make sure your statement is positive and clearly set out. You may wish to use headings to divide the statements you make. Continue on a second sheet if necessary and **remember**, if you do not address each of the essential criteria specifically, you may not be short-listed for an interview. Look at the person specification again and satisfy yourself that you have fully covered all the requirements listed.

Do not repeat your career history, use only the relevant parts. In considering your experience remember all previous work, consider other relevant experience outside work such as community/voluntary/ leisure and other interests. In representing your skills and abilities, specify your own responsibilities not those of the workplace and give examples of achievements.

10. Equal Opportunities Monitoring Form

Please help us to monitor the effectiveness of our Equal Opportunities Policy by completing this form, which will be treated as confidential and will not form any part of the recruitment process.

Interview

Candidates should make every effort to be available for the time of the interview as it may not always be possible to reschedule the time. Candidates should prepare for interview by thinking about how their experience, skills and accomplishments are relevant to the post and think of any questions they may wish to ask. It may also be helpful to have a look at our website www.harington.org.uk.

Depending on the post, candidates may be asked to prepare a micro-teach, presentation and/or a task as part of the interview process. If this is the case you will be notified in advance when you are informed of the interview date and time.

Candidates will be interviewed by a panel of two to five people. All candidates are asked the same core questions (relevant to the post applied for), with supplementary questions asked by panel members as appropriate. There will also be an opportunity for the candidate to ask questions.

When answering questions, you should give the interview panel a full picture of how your experience and skills fit the post. If you cannot answer a question, please do not be nervous about saying that you do not know or need further explanation. Members of the panel will take notes during the interview.

Please email your completed application to: jobs@harington.org.uk

Or post or fax to:

Staff Recruitment
The Harington Scheme
55a Cholmeley Park
London
N6 5EH
Fax: 0208 347 8860

What is the Harington Scheme?

The Harington Scheme is charity that offers a unique learning programme for people, mainly young, with learning disabilities and/or difficulties to help them into employment, further education or a more rewarding life through appropriate learning opportunities. There is a focus on employability and most learning programmes aim to help learners to develop skills to take the next step toward employment or more independent living. Set up as a charity by the local community in 1980, the Scheme is situated in North London and attracts learners from all over the capital.

There are four strands to the training:

The **Vocational Training Scheme** aims to prepare people for work, find them employment and support them in their new jobs;

Harington Gardeners is an employment and training initiative offering a stepping-stone for those who cannot go straight into work;

The **Day Service** provision offers horticultural activity of a therapeutic nature to adults with a learning disability or mental health support needs;

Foundation Skills provision equips young people with the basic skills needed for employment, self-direction and personal development.

Every learner has an individual programme of activities to support their personal development and skill needs. The majority of learners are found a job or further training when they leave and the Scheme supports them and liaises with employers for as long as is needed.

What range of learning difficulties/disabilities do you cater for?

Our learners are mainly young people aged 16-24 (85%) with a wide range of learning difficulties and disabilities.

These can be broken down as follows:

36% have moderate learning difficulties

19% have autistic spectrum disorders

10% Emotional / behavioural or mental health difficulty

19% have other specific disabilities e.g. epilepsy, visual/hearing impairment and physical disabilities. 3%

have dyslexia or dyspraxia

8% severe learning disabilities

5% no disability

Our training benefits approx. 70 learners per year with 45-50 learners on programme at any given time. Our main learning programme is funded by the Education Funding Agency through Study Programme funding and 95% also receive High Needs Student funding from local authorities. The vast majority of learners attended special schools or were statemented at school and most do not have GCSE's.

2. Which vocational qualifications do you offer for learners?

We offer City and Guilds and NOCN qualifications ranging from Entry Level 2 – Level 1 the current offer is:

C&G Level 1 Award, Certificate or Diploma in [Practical Horticulture Skills](#)

C&G [Skills for Working Life](#) Entry Level 2 and 3 Award, Certificate or Diploma (includes horticulture and retail)

[NOCN Progression Entry level](#) and Level 1 – (employability)

3. You would like the post holder to teach employability skills. What does this cover?

For some learners there is a particular focus on preparation for work and we would like the post-holder to deliver non-accredited and accredited training to prepare them for work or work experience. The learners are likely to have a wide range of needs and experience so an element of personalised planning will be needed, however common learning needs are could include:

- how to find and apply for jobs;
- interview skills;

- employer needs/expectations; working with colleagues;
- dealing with problems; appropriate behaviour at work;
- personal presentation and organisation;
- what to do if you need help at work;
- basic employee rights and responsibilities;

We would like this to be delivered using range of teaching and learning strategies including: role play, group discussion, use of ICT/video and employer visits/talks.

4. What is personal and social development (PSD)?

Personal and social development covers a wide range of everyday skills such as:

- Team working,
- Working toward goals
- Managing social relationships
- Identity and cultural diversity
- Individual rights and responsibilities
- Citizenship
- Healthy living and eating
- Safety in the home and community
- Environmental awareness
- Independent Living skills (such as travelling safely, cooking, cleaning etc)

Some entry level learners will work toward PSD units that are appropriate to them and others will undertake non-accredited development as part of their wider programme.

5. What are Functional Skills?

Functional skills are practical skills in English, information and communication technology (ICT) and mathematics. They help you gain the most out of work, education and everyday life. Functional Skills are designed to be integrated into vocational and PSD learning, but may also require some stand alone tutorials. For example, when teaching about citizenship learners may be asked to use the internet to research a particular topic, this may require the teacher to deliver an introduction to using Internet Explorer and search engines as part of the activity.

6. Do you work around the academic year?

Partly. We currently have eight break weeks each year when learners are not at the centre and staff are expected to take 60% of their annual leave during these weeks. The provision runs from mid-August until the end of July.

Learners generally attend Monday to Thursday, although some are part-time. Friday is the main non-contact day.

7. What is Safeguarding?

Safeguarding is a term used to denote the duties and responsibilities that those providing a health, social or education service have to carry out/perform to protect individuals from harm. It applies to children (age 0-18 years) and adults. A more specific definition of safeguarding children is as follows: The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

8. Working at Harington

We are a small, well established charity with a beautiful site in Highgate Village, North London. There is a friendly and welcoming community atmosphere that is different from a standard college setting.

The success of the Scheme is dependent upon staff working closely and flexibly, communicating well and supporting each other. We have a staff team of 31. There are four team leaders who manage the provision as well as undertaking some delivery and 25 frontline delivery staff (trainers and support staff). The work is very rewarding but also quite demanding as many learners require a lot of support not only with their learning but with daily routines, social contact, safety and dealing with personal problems. We have found that personal qualities such as patience, understanding,

empathy, a sense of humour and a caring nature are essential in working with learners with learning difficulties as well as a supportive team approach.

9. What are the working hours?

There working hours are 37.5 hours per week, Monday – Friday 8.00 a.m. to 4.30 p.m. or 8.30 a.m. to 5.00 p.m. All staff may be require to work occasionally at weekends for open days, sales and watering duties.

The day is split into five teaching sessions with a lunch break between 12.25 p.m. and 1.25 p.m.