

# APPLICANT INFORMATION PACK





## CLAIRE NICHOLSON CAPA COLLEGE PRINCIPAL

### Welcome

CAPA College is trailblazing – there is nowhere like us in the North of England, few institutions to rival us in the UK and we're a tour de force on the international stage. Our staff team is made up of outstanding teachers, celebrated performers, dynamic creatives, innovative technicians and leading critical thinkers who come together expressly to support young people.

Our organisation exists to find, nurture and enhance Northern talent. We're committed to providing world-class training, outstanding academic tuition and life-changing opportunities for young people aged 16-19 from across our region.

CAPA College is...

- The HIGHEST PERFORMING 16-19 Free School in the country with 99% A\*-C results.
- In TOP 1% (out of ALL schools in the UK including the independent sector) for student progress with 100% of graduates progressing to first choice HE Institutions.
- AWARD-WINNING with accolades from across the Arts and Education sector, including National Theatre, Sadler's Wells, National Youth Dance Company, BBC Young Dancer and Sky TV.
- UNIQUE, there are no other non-fee paying, specialist Creative and Performing Arts colleges in Yorkshire/the North East
- Heavily OVER-SUBSCRIBED with almost five applicants for every place.
- At the cutting edge of ICT & DIGITAL MEDIA INNOVATION in synergy with top university and industry provision which is unheard of elsewhere in 16-19 education.
- Celebrated for its VISIONARY LEADERSHIP & INSPIRING TEACHING with recent awards from One Dance UK and the Sixth Form Colleges' Association.



- The perfect model for SOCIAL MOBILITY & CULTURAL CAPITAL. 70% of our students comes from the top 3 areas where young people are least likely to go to university, yet 99% of last year's graduates secured university places with over 53% being offered places at specialist Arts conservatories (equivalent of the Russell Group).

Do you share our passion and our drive? Do you want a fulfilling career with tangible results? Do you want to help shape the future of British Creative and Performing Arts?

Then we would love to hear from you!

In this Information Pack you will find an introduction to CAPA College and Enhance Academy Trust, an overview of our application process and details of our policies and pre-employment checks. You will find lots more information on our website [www.capa.college](http://www.capa.college) and our social media sites @capacollege.

We are so proud of what we've achieved at CAPA College but it is imperative that we continue to be engaged and forward thinking. Help us to shape the future of CAPA College!

We look forward to meeting you soon.

Best wishes,

Claire Nicholson – CAPA College Principal

# ABOUT CAPA COLLEGE

CAPA College (Creative and Performing Arts College) is one of the UK's leading specialist educators for students aged 16-19. Based in Wakefield, we offer full-time Arts training and education to talented young people from across the North of England. Led by an outstanding team of professional teachers, directors, choreographers, musical directors, designers, technicians and creatives, we strive to inspire, train and educate the next generation of stars.

We believe that all young people with a talent and passion for the Arts should be able to access high-quality opportunities, education and training regardless of circumstance and as the only Department for Education funded Free School in Wakefield, we are incredibly proud to fly the flag for Arts in the North of England.

At CAPA College we eat, sleep and breathe Creative and Performing Arts. Our students are enrolled on four distinct pathways (Dance, Drama, Performing Arts and Production Arts) which combine rigorous academic Arts study with intensive practical training delivered in industry-standard facilities. Alongside an outstanding curriculum, our students gain extensive experience performing in acclaimed venues across the UK and alongside leading national and international artists and companies.







## 99% A\* - C RESULTS

Our results are exceptional. We achieved 99% A\*-C in 2021 and we are currently ranked in the top 1% for student progress in the UK. We have high expectations for both staff and students to ensure that excellence is achieved, whilst creating a supportive and nurturing environment for young people.

The student experience at CAPA College is about much more than just qualifications; whilst studying here, students receive a timetable and curriculum that is jam-packed with opportunities to equip them with all the skills, knowledge and experience they need to progress to the best conservatoires and HE providers and to flourish in their professional careers within the Arts.

Pastoral guidance is paramount to what we offer at CAPA College. Students are assigned a personal tutor and receive extensive support on health and welfare, finance, careers, HE applications, auditions and interviews. We have a dedicated Student Welfare Officer, appoint Student Leaders and all staff and students are encouraged to engage with our RESPECT, REFLECT & CONNECT pastoral syllabus.

Our staff have ample opportunity for personal development too through weekly staff training sessions, abundant CPD programme, regular wellbeing events and occupational health support. Likewise, we are committed to ensuring staff are given the support and tools they need to prosper in their specialisms and routinely facilitate training and professional development opportunities.

## AWARD WINNING

with accolades from across the Arts sector including National Theatre, Sadler's Wells, U.Dance, BBC Young Dancer & Sky TV

CAPA College is a springboard for talented young people and our graduates have gone on to study at leading national and international conservatoires and universities, including RADA, LAMDA, The Place, Rambert School, Arts Educational School, Guildford School of Acting, Institute of the Arts Barcelona and Royal Conservatoire of Antwerp. We are exceptionally proud that alumni are now enjoying spectacular professional careers as West End performers (Frozen, Wicked, Jersey Boys), acclaimed television and film actors (The ABC Murders, Call the Midwife, Mamma Mia!), international designers, technicians, producers and more.

Our celebrated Outreach and Education programme CHARGE enables us to provide more opportunities for people of all ages from across Yorkshire and the North of England. Home to CHARGE Boys, an exciting dance initiative for boys aged 11-16, and Wakefield's Children in Care Choir, CHARGE coordinates a lively programme of events, workshops and performances for the wider community as well as enabling groups unprecedented access to our award-winning team of practitioners and creatives.

Through Momentum, our in-house Performing and Creative Arts company, gifted and talented students are afforded more opportunities, more challenges and more freedom to explore their creativity. Momentum have taken part in a number of prestigious professional performances, events, national and international festivals and competitions including Move It, U.Dance, Can You Dance?, National Theatre Connections and Edinburgh Fringe Festival. The company has received a number of impressive awards and accolades including BBC Young Dancer Finalist 2017, Rock Challenge Northern Premier Champion and Sky 1 Got to Dance Semi-finalists.

Most recently, Momentum Theatre has just concluded its professional Yorkshire tour of the National Theatre New Views winning play *If Not Now, When?* which was written, designed and performed by CAPA College students and funded by Arts Council England.

Momentum Theatre performing *If Not Now, When?* at The Civic, Barnsley

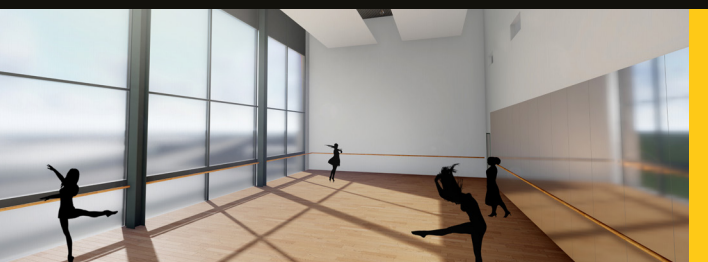






# GATEWAY TO WAKEFIELD

## NEW BUILDING



This is an incredibly exciting time for CAPA College as in September 2022 we will move into our brand new, purpose-built premises on Mulberry Way, Wakefield (opposite Wakefield Westgate train station). This multi-million-pound facility will enable us to increase our intake from 250 to 500 students. Equipped with the latest technology, industry-standard equipment and the finest rehearsal and performance spaces, it will be unprecedented in further education. CAPA College will become a flagship for Arts Education in the North of England.

'CAPA College offers an exceptional quality of education for students. The curriculum, while specializing in the arts, is broad, giving students a wide range of experiences which extend well beyond examination requirements... Students display an impressive level of maturity. Their attitudes to learning are first rate. Students are articulate, considerate of their peers and are eager to support each other.'

ROB JONES, EXTERNAL EDUCATIONAL  
CONSULTANT, APRIL 2021





# ENHANCE ACADEMY TRUST



Enhance Multi Academy Trust is a Church of England Multi Academy Trust comprising of ten primary schools located across Wakefield and Kirklees and a Post 16 Performing Arts Free School.

Our academies include – St Giles C of E Academy, Pontefract, St Michael's CE Academy, Wakefield, Sandal Magna Community Academy, Wakefield, St Helen's CE Primary School, Hemsworth, Featherstone All Saints C of E Academy, Featherstone, St Botolph's CE Academy, Knottingley, Diamond Wood Community Academy, Dewsbury, Christ Church C of E Academy, Huddersfield, Overthorpe C O E Academy, Dewsbury, Lepton CE Academy, Huddersfield. and CAPA College, Wakefield.

The Trust was established in 2012 as a sponsor of Church of England and Community Schools that needed support and eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future.

'Our vision is to 'deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to follow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.'





# THE APPLICATION PROCESS

## MAKING AN APPLICATION

### APPLICATION FORM

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are not accepted as part of the application process.

Application forms can be completed on TES or downloaded from our website.

Please return your completed application form to: [rachel.brannan@capacollege.co.uk](mailto:rachel.brannan@capacollege.co.uk) by the closing date.

### SUPPORTING INFORMATION

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.**

### INTERVIEW AND SELECTION PROCESS

Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children and young people.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

### INDUCTION AND CONTINUOUS PROFESSIONAL DEVELOPMENT

The principal and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the principal/business manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the college, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.





## PRE-EMPLOYMENT CHECKS

### REFERENCES

If you are short listed, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received **before** we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children and young people. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

## DBS AND DISQUALIFICATION CHECKS

Employment at this college is subject to an enhanced check with children's barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.

## PROHIBITION CHECKS

(Teaching posts only)

Prior to confirming an offer of employment, the college is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.

## VALIDATION OF QUALIFICATIONS

All short-listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

## RIGHT TO WORK IN THE UNITED KINGDOM

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

## MEDICAL ASSESSMENT

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.







## COLLEGE POLICIES

### CHILD PROTECTION

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### CODE OF CONDUCT AND PERSONAL BEHAVIOUR

The college believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and students. The principal and governing body regard everyone working at our college as a role model to our students. As such employees, should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the college has an absolute duty to promote and safeguard the welfare of children and young people. Staff are bound by the college code of conduct and safeguarding procedures.

### WHISTLE BLOWING

We recognise that children and young people cannot be expected to raise concerns in an environment where staff fail to do so therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

### EQUAL OPPORTUNITIES

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in college.**

If you have any queries on any aspect of the application process or need additional information please contact our Business Manager, Rachel Brannan on 01924 583737 or email [rachel.brannan@capacollege.co.uk](mailto:rachel.brannan@capacollege.co.uk).

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ENHANCE ACADEMY TRUST' POLICIES.

## REQUIREMENTS OF THE ASYLUM AND IMMIGRATION ACT 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file. The documents that you may use are listed below:

- United Kingdom passport.
- European Economic Area passport.
- National Identity Card.
- United Kingdom residence permit.

OR

An official document with a National Insurance Number.

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland.
- A letter from the Home Office.
- An Immigration Status document endorsed by the Home Office.

The original document will be returned to you as soon as it has been photocopied.

The European Economic Area Agreement consists of the following countries:

Austria	Latvia
Belgium	Liechtenstein
Cyprus	Lithuania
Czech Republic	Luxembourg
Denmark	Malta
Estonia	Netherlands
Finland	Norway
France	Poland
Germany	Portugal
Greece	Slovenia
Hungary	Slovakia
Iceland	Spain
Ireland	Sweden
Italy	The UK







[capa.college](http://capa.college)

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