

NCYPE 

The National Centre
for Young People
with Epilepsy

**Working
and**

**Volunteering
at the NCYPE**

www.ncype.org.uk



About us

Here at The National Centre for Young People with Epilepsy (NCYPE) we want to create better futures for young lives with epilepsy. As a national charity and a centre of expertise, we have over 100 years' experience in providing first class education, care, diagnosis, rehabilitation and support, for all young people with epilepsy. Our role is to support 60,000 children and young people with epilepsy

across the UK through our campaigning and information services.

We work in partnership with Great Ormond Street Hospital and the Institute of Child Health at University College, London. We also have a Sure Start Centre on our campus www.surestartlingfield.org.uk

On our Surrey campus, students with complex epilepsy and other conditions make great progress at St Piers residential special school and the NCYPE Further Education College through our multidisciplinary approach with a team of specialist staff.

Professionals and families get expert training and support through our Childhood Epilepsy Information Service. We also press for better education and health services for all young people with epilepsy through our 'Champions for Childhood Epilepsy Campaign'. Our world class Neville Childhood Epilepsy Centre brings together medical, therapy and research expertise to help diagnose and treat not only NCYPE students but young people with epilepsy from across the UK and beyond.

More information about what we do can be found on our website at www.ncype.org.uk

We look forward to meeting you.

What we do!



NCYPE Staff

The NCYPE is unique in bringing together specialist teams including teachers, consultants, registrars, nurses, psychologists, therapists and support staff working to ensure that young people living with epilepsy are provided with first class education, treatment and support.

Whether you want to join as a member of our education, residential, medical, therapy,

facilities or administrative teams find out more about what we do on our website www.ncype.org.uk

We recruit staff from the local community as well as from all over the country and sometimes from overseas.

If you want to help young people live a better life then apply for a position at the NCYPE.



Volunteers

The NCYPE enjoys the support of a team of volunteers who offer invaluable additional support to the students and our staff. Every effort is made to place the volunteer in a role which is both of interest and stimulating and enables them to maximise their inherent skills.

Training sessions are designed to supplement knowledge and to equip volunteers with the necessary tools to undertake their voluntary duties. We take a flexible approach and work out a programme to suit the volunteer's diary.

The range of volunteering opportunities is broad and whatever your experience we are confident that we can find a role that will prove

to be rewarding to you and of value to us here at the NCYPE such as driving or supporting classroom or outside activities including swimming and canoeing.

We also have opportunities available to support our administration, horticulture and fundraising services.

We have a school, college, medical centre and residential houses.

More information can be found on our website www.ncype.org.uk



St Piers School

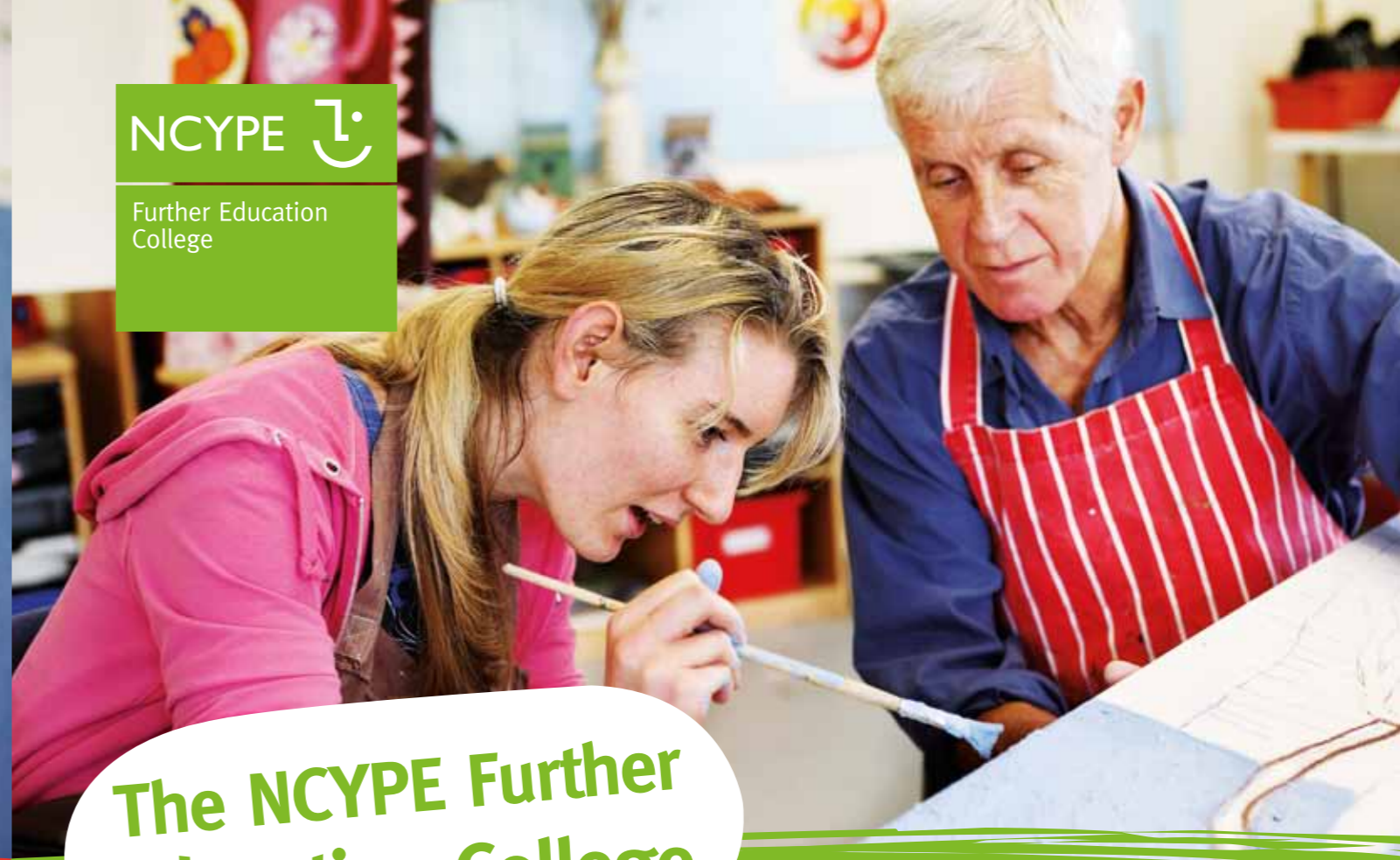


Around 70 young people aged five to 19 attend St Piers School and sixth form on a day or residential basis. Many have a range of learning disabilities caused by epilepsy or other neurological conditions.

As well as an adapted National Curriculum, our interactive technology and innovative use of music, art and drama all ensure that students

learn and gain new skills. Sixth formers also have the opportunity to undertake work experience with local employers.

Campus sports activities such as canoeing are combined with trips to the theatre and shopping as well as short holiday breaks for residential students.



The NCYPE Further Education College

The NCYPE Further Education College offers high quality, tailored education on a day or residential basis for around 100 young people aged 16 to 25 with different levels of learning disabilities.

We have a 'waking day' curriculum, where students learn life skills – such as cooking, cleaning and how to manage their own money

– at events and at weekends, as well as undertaking structured courses at the college on weekdays.

Many students attend local mainstream colleges for additional learning opportunities. There are numerous after-college activities, including social balls, barbeques, sports events and outings.

Residential Service

The NCYPE residential care provision supports the integrated education approach providing consistency for each student outside of school and college hours. The students' individual objectives underpin the programme of activities

designed for them in and out of the classroom. The houses are homely in style with each house accommodating an appropriate peer group and each fully trained team is led by a House Manager.

The Neville Childhood Epilepsy Centre



The Neville Childhood Epilepsy Centre

The Neville Childhood Epilepsy Centre is the first purpose-built centre for paediatric epilepsy in the UK. The multidisciplinary teams include consultants, specialist registrars, nursing team, speech and language therapists, occupational therapists, physiotherapists and play therapists.

The Neville Childhood Epilepsy Centre is also the base for a coordinated programme of international paediatric epilepsy research across the NCYPE and other institutions.

Support Services

With a 60 acre campus, 90 buildings, 170 students and 750 staff, our support teams are vital. This includes communications, fundraising, finance, childhood epilepsy information service, human resources, catering, maintenance and domestic support for all the various activities which take place on and off campus.

Commitment to Staff Development

When they join, all employees attend a comprehensive induction programme, to prepare them to work at the NCYPE. All staff have access to on-going and regular in-service training.

Individual training and development requirements are identified during the annual appraisal and personal development review process. The NCYPE also supports vocational qualifications, including NVQ.

“You need to work hard but you get rewards from the students and support – you really feel like you are enriching their lives”.

“I found work boring until I started at the NCYPE. It's very rewarding and every day is different. Seeing the students achieve and learn is amazing”.

“It's more than job satisfaction even the smallest thing like a student acknowledging you is very rewarding”.

“The training

opportunities are the

best I have experienced”.

“Everyone works together for the benefit of the students”.

Vetting Policy

Police disclosure

All positions at the NCYPE require an Enhanced Police Disclosure. If an offer of employment is made you will be required to give written permission to apply for this disclosure and supply the relevant supporting documentation.

The NCYPE will apply for this disclosure and pay the required fee, providing you take up an offer of employment and remain in our employment for at least six months.

You must complete the relevant section of the Application Form to declare if you have any convictions, bindovers, cautions or reprimands, warnings of criminal charges pending to disclose. If you have you must give full details of these on a separate piece of paper and submit with your application. Failure to make such a declaration may invalidate your application at a later stage. You will not necessarily be barred from employment if you have a criminal record, the NCYPE management will consider the individual circumstances in line with the Vetting Policy.

The NCYPE will not employ a candidate with:

- A conviction for any offence five years prior to the proposed date of employment (excluding driving offences)
- A conviction for a driving offence five years prior to the proposed date of employment involving serious injury or death through dangerous driving
- A conviction for a drug offence 10 years prior to the proposed date of employment
- A conviction, caution, reprimand or bindover for child abuse or any action to the detriment of children or young persons
- A conviction, caution reprimand or bindover for any act of aggression e.g. arson (this list is not exhaustive)
- A disqualification from all work with children as set out in Section 36 of the Criminal Justice and Court Services Act 2000
- Anybody who is included on List 99 and/ or the Protection of Children Act (PoCA) List and/or the Protection of Vulnerable Adults (PoVA)
- This list is not an exhaustive list.

Any variations from this policy must have written authority from the Chief Executive.

References

- If an offer of employment is made it will be subject to two written references, one from your present employer and one from a previous employer. Details of these should be included on your application form.
- You must in addition supply us with a complete employment history from the end of full time education to the present day as requested on the application form.
- You must be able to explain all employment gaps.
- The NCYPE may contact any previous employer to verify employment history.
- The NCYPE may require verification of employment dates and reasons for leaving employment in connection with all positions involving work with children or vulnerable adults.

Medical Declaration

If an offer of employment is made and a Health Questionnaire is required then you must complete this in full. A positive health declaration will not necessarily affect your employment prospects.

In certain circumstances an offer of employment may be made subject to a satisfactory medical report. This would be taken up in consultation with the NCYPE Occupational Health Department.

CRB Code of Practice

A copy of the CRB Code of Practice can be found on our notice board in the Recruitment Office, Main Reception or on the website www.crb.gov.uk/PDF/code_of_practice.pdf

Confidentiality

All personal information is kept confidential and used only for the purposes of recruitment, selection and future employment with the NCYPE.



Equal Opportunities

The NCYPE is committed to promoting equal opportunities in areas of age, disability, gender, marital status, membership or non-membership of a trade union, nationality, race, religious, or philosophical beliefs, sexual orientation, ethnic or national origin, HIV status or gender re-assignment.

No person working with the NCYPE, or seeking employment will receive less favourable

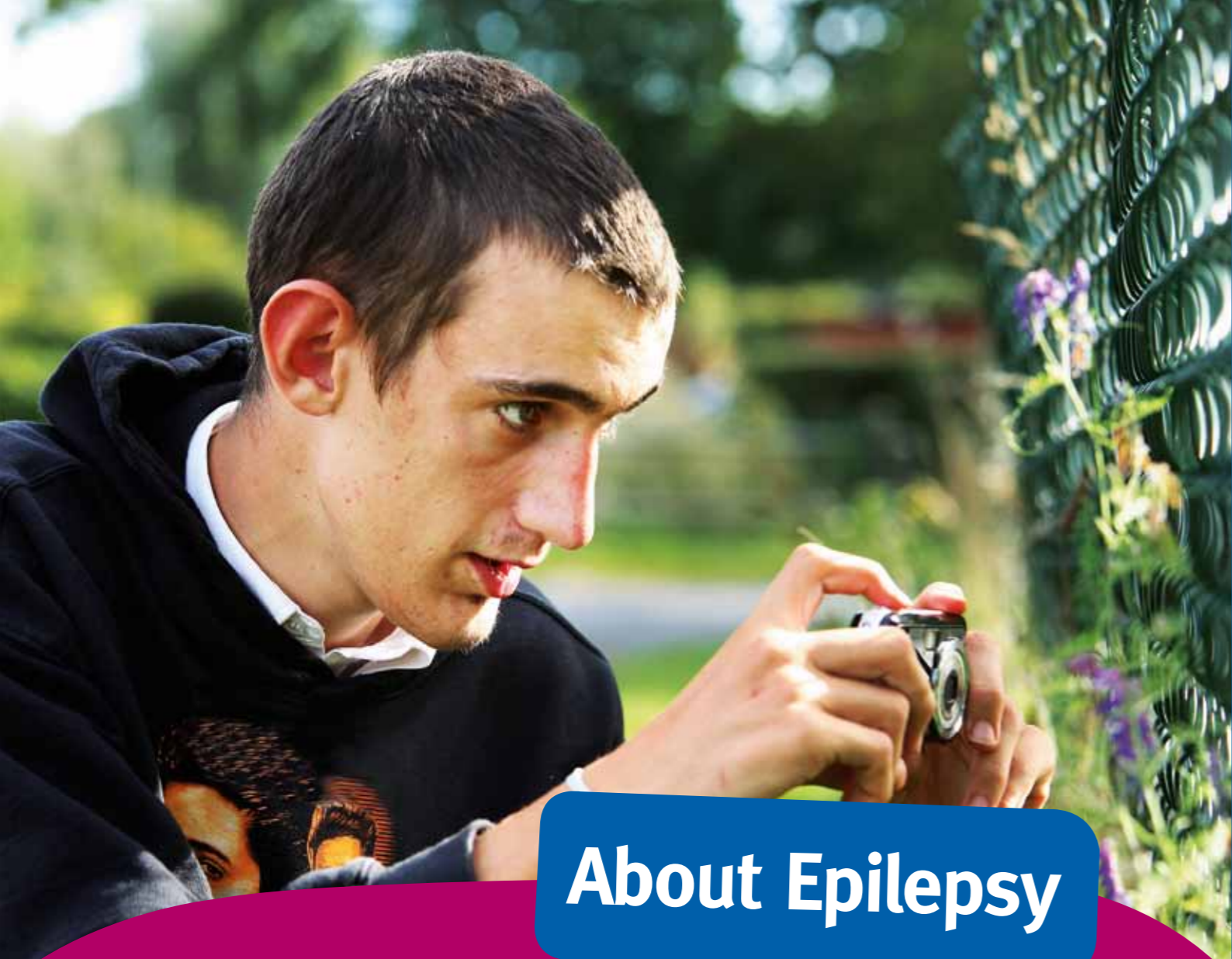
treatment on any of the above grounds, or be disadvantaged by requirements or conditions that cannot be justified.

We welcome applications from all sections of the community and guarantee to interview all applicants with a disability who meet the minimum criteria for the job role.

Staff Benefits

- Money Purchase Scheme available to all staff
- Subsidised staff Dining Room offering a good choice of hot and cold meals
- Occupational Health Service
- Employee Assistance Programme for independent and professional advice on work related, personal and general issues
- Standard 27 days holiday (plus bank holidays)
- Flexible and term time working
- On campus single accommodation may be available for those working unsociable hours
- HSA – Hospital Saving Association Scheme
- Gym Membership
- Give as you Earn
- Childcare voucher scheme

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

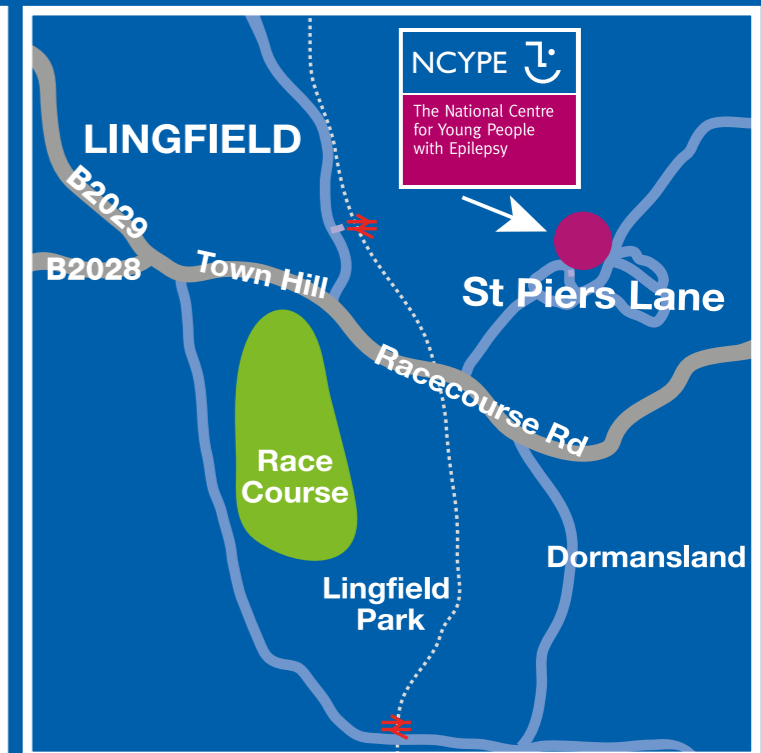


About Epilepsy

Epilepsy means someone is having recurrent seizures (sometimes called 'fits') where excess electrical activity in the brain sends confused messages to the rest of the body. This can lead to twitching of the limbs, stiffness, loss of consciousness or brief 'absences' where the brain switches off but the person appears normal.

Around 60,000 children and young people under 18 in the UK have epilepsy, which can usually be controlled by medication. However the students attending the NCYPE either have severe epilepsy affecting their development and communications, or other neurological conditions, causing learning disabilities. Many students need high levels of staff support to help them make the most of life.

Map



For further information on how to find us.
visit: www.ncype.org.uk/about/how-to-find-the-ncype

How to contact recruitment:
Tel: 01342 831234
Email: recruitment@ncype.org.uk

Better futures for young lives with epilepsy

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Email: enquiries@ncype.org.uk

Registered as a non-profit making Charity No. 311877
Publication number: 098

