



MERCHANTS'
ACADEMY

**ASSISTANT HEAD -
SAFEGUARDING AND
ATTENDANCE**

INFORMATION FOR CANDIDATES

merchantsacademy.org

ASSISTANT HEAD – SAFEGUARDING AND ATTENDANCE

Permanent, full-time to start as soon as possible.

Salary: Leadership main scale LPS6-LPS10 per annum + Health Cash Plan and Benefits package

Merchants' Academy is a 3-18 Academy sponsored by the Society of Merchant Venturers and the University of Bristol. This is an exciting time to join us as the Academy grows and standards continue to rise. The Academy is very well resourced, where staff and their development is a priority.

We are currently recruiting for an inspirational, conscientious, highly professional Assistant Head to join the executive team at Merchants' Academy. The successful candidate will have led in a responsive and strategic safeguarding and attendance context with extensive experience, knowledge and a track record that demonstrates impact. You will have a proven ability to support, develop and coach others, as well as the ability to effectively manage conflicting priorities whilst maintaining the highest levels of professionalism, diplomacy and conduct.

We are looking for a leader who:

- is inspired and motivated by the Trust core values, and the Academy itself
- is a well-grounded and inspirational individual with recent experience of senior leadership in education
- has an impressive leadership career history with clear evidence of developing teams and implementing whole school strategies to improve and maintain student safety and attendance
- has presence and visibility with the ability to inspire, motivate and empower others whilst holding them to account
- has a proven track record of ensuring the highest standards of safety are fully embedded within the school culture
- has high expectations for all pupils so they develop a love of learning, curiosity, aspirations and a belief they can achieve more than they ever thought possible.
- has a detailed understanding of strategic safeguarding, child protection and student attendance supported by evidence, to raise standards and deliver positive outcomes for all children
- is passionate about the opportunities the PSHE curriculum can bring to all children
- demonstrates behaviours consistent with the trust's values
- is flexible and versatile to cope with diverse needs, changing priorities and meet the needs of the Trust

We particularly welcome applications from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Closing Date: Tuesday 18th April 2023 at 9:00

Interviews: w/c 24th April 2023

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.

Welcome from the CEO

Dear Applicant,

I am delighted to introduce you to Merchants' Academy and thank you for your interest in the Trust.

The Academy has made great strides in transforming the life chances of the young people in our local community. Our vision of "all children, all backgrounds, all succeeding" resonates at every level of our organisation and we will do whatever it takes to make this a reality. If you are prepared and able to bring about transformational change then you are the person for us.

In order to provide the very best education we believe that primary and secondary professionals working together is very powerful. The Assistant Head, Safeguarding and Attendance will hold responsibilities across primary and secondary working with the leadership team across both phases taking on all age responsibilities in order to embed exemplary working practices and transforming outcomes for our most vulnerable students and their families.

Leadership in Education is one of the most exciting professions you could join. In order to support you being the very best leader, we actively support professional development through Master's qualifications, coaching and other recognised professional qualifications. We are proud of the investment we have made into professional development.

Thank you for the time, thought and care you will give to your application.



David Watson OBE
Chief Executive Officer
Venturers Trust



Working as a strategic leader within Venturers Trust

Becoming an Assistant Head for Safeguarding and Attendance at Merchants' Academy will give the successful candidate an exciting, challenging and immensely rewarding opportunity to work as part of an executive and strategic leadership team who push the boundaries that some children experience through lack of opportunity. This is achieved through breaking down barriers, removing obstacles and opening the ambition for each child to achieve all they can. The Trust Executive Team comprises of the CEO, Directors and Heads who all jointly design and implement the vision and define the future for our students based on a position of knowledge through education.

The interpretation of the Trust vision will be the responsibility of the Academy Senior Leadership Team to disseminate, inspire and communicate to all levels of the organisation through a committed culture of vigilance and aspiration. There will be regular opportunities to contribute and act as a key stakeholder to both the Trust strategy and the primary and secondary specialisms in order to fulfil our high ambition.

The School Improvement Team: A key strategic aim for the Trust is to deliver on our vision that all children, from all backgrounds, all succeed. The School Improvement Team support academies in achieving this vision by providing:

- a quality assurance programme focusing on curriculum development, safeguarding, pedagogy, assessment, SEND, Literacy, EAL, attendance, EDI
- specialist support from trust leads for curriculum, pedagogy, attendance, inclusion, safeguarding, EAL & Literacy
- an immersion model for intensive support when needed
- a trust wide ECT oversight support and quality assurance
- the link with specialist external agencies
- a cross-Trust curated set of teaching and learning principles and lesson framework

Equality, Diversity and Inclusion: Alongside the other academies in Venturers Trust, Merchants' Academy are reviewing their Equalities objectives and EDI strategy to ensure that our students, staff and community feel safe and welcomed, that students see themselves reflected in our curriculum and that we swiftly address barriers to aspiration and success. We are committed to developing staff knowledge and skills, leaning into difficult conversations and being brave about tackling sensitive issues.

Personal Development: We believe that personal development of each individual student is of equal priority as academic outcomes at Merchants' Academy. We want our students to become healthy, independent and responsible members of their local and global communities, who understand how they are developing personally and socially, and have the confidence to tackle many of the moral, social and cultural issues that are part of growing up. Our students are encouraged to develop their sense of self-worth by playing a positive role in contributing to school life and the wider community. Our developing and agile PSHE curriculum responds to existing and emerging needs of our students and extra-curricular opportunities.

Our USP: Merchants' Academy sits at the heart of the local Withywood community, and our staff are deeply passionate about improving the life chances of all students, from all backgrounds, so that they can succeed. Our sponsors, the University of Bristol and the Society of Merchant Venturers, share these values and provide unrivalled opportunities for our students and staff - examples include hosting our Trust-wide music concert and offering subject knowledge enhancement programmes.

Whilst our school celebrates academic achievements and the destinations of our leavers, we are most proud of supporting our pupils to become confident, ethical and compelling individuals who are ready for the world they live in.

Student voice: Students are at the heart of everything we do at Merchants' Academy. Our new Student Voice Strategy empowers students, moving from gathering and responding to student voice to enabling students to effect change themselves.



Venturers Trust is proud of its hard earned success in being able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy and specialist consultations. Benefits for children of employees up to the age of 18 are included free of charge.

EMPLOYEE ASSISTANCE PROGRAMME (EAP) - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education.

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust, including an outstanding induction programme for both early career and experienced teachers. There are also opportunities for associate staff to develop and progress within their area of expertise, this includes using the teacher apprenticeship programme to develop teaching support staff into qualified teachers.

PROFESSIONAL DEVELOPMENT – At least 5 Professional Learning days per year.

HIGHER DEGREE SUPPORT FUNDING – Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors.

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase Loan up to the value of £1,000 through the 'Cycle to Work' scheme.

ICT LOANS - A loan repayable over a two year period as part of a Salary Sacrifice Scheme.

RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff.

INTEREST FREE SEASON TICKET LOAN – The option to purchase a travel season ticket (bus or train) with an interest free loan, deducted from salary in monthly installments over a 12 month period.

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction.

Further details of our employee benefits can be found on the Academy website.



Merchants' Academy

Merchants' Academy provides a unique opportunity for students in Bristol to join a school from Reception through to the age of 18. In addition to those who progress into the Secondary from our own Primary, we welcome students every year from many primary schools across the city and whilst students from our primary have an understanding of our vision and ethos, the pastoral team work with all incoming students to ensure that there is a clarity for all with respect to both our expectations and our vision.

'Our successful sixth form is rapidly growing and our sixth form students are ambassadors for the academy community.'

Vicki Starkie, Head of Secondary

Merchants' Academy has a distinctive and positive ethos which guides our work and the education of our students. Preparation for adult life underpins our Academy aims and the well-developed culture which is established across all aspects and functions of the Academy. We are committed to the success of each of our students whatever stage they are at in their education and this is reflected through the Academy's values and commitment to:

- provide high quality education and a thirst for life-long learning
- enable everyone to enjoy success and achievement
- promote confidence and a strong sense of personal worth
- have high expectations which will be reflected in the targets set for staff and students alike
- harness the energies of children, students, staff and parents to establish a genuine partnership with the Academy for the benefit of all
- establish a business-like ethos by beliefs in values and attitudes such as hard work, honesty, integrity, respect and concern for others
- provide quality opportunities for the spiritual, moral, social and cultural development of our children and young people
- ensure that the effectiveness of all Academy staff is maintained and developed through considerable investment in high quality, continuous professional learning



Living in Bristol

Merchants' Academy is on the southern fringe of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.





ASSISTANT HEAD SAFEGUARDING AND ATTENDANCE LEAD JOB DESCRIPTION

**Full-time
L6-L10**

Post: Assistant Head - Safeguarding and Attendance Lead

Responsible to: Headteacher

Job Purpose: To lead strategically, manage daily, and develop the safeguarding, child protection, attendance and family support for the school and undertake the role as Designated Safeguarding Lead (as set out in appendix 1).

The internal organisation, management and control of the Academy

- Work with the fellow Leaders and the Executive Team to implement the vision and values of each Academy and the Trust.
- Work within the Academy community to translate the vision and ethos into agreed objectives and operational plans that will promote and sustain Academy improvement
- Provide professional leadership and management for all aspects of the Academy
- Contribute to the leadership of the Academy
- Analysis and production of management information to influence strategy, policy, procedure and raising student outcomes.
- Take a leading role in promoting excellence, equality, high expectations and aspirations amongst all members of the Academy community
- Take a leading role in creating a safe learning environment which is engaging and fulfilling for all students

Safeguarding:

- Ensure there is a productive learning environment for all pupils, to focus on the objectives of high-quality support in raising educational standards around safeguarding, improving attendance and family support in order to improve pupils' life chances.
- Provide strong leadership and contribute to the future vision and development for staff and students within the school.
- Lead, manage, motivate, inspire, support and challenge the staff to maintain the highest standards for Safeguarding throughout the school.
- Be the Prevent Lead for school and acting as first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty in school.
- Identify, interpret and apply national and Bristol Safeguarding Students Board's guidance and protocols to ensure best practice is followed at all times.
- Formulate the Safeguarding and Child Protection policies and procedures within the school with the Trust Safeguarding Lead and ensure legal and Local Authority requirements are met
- Responsibility for arranging / delivering training in all aspects of Safeguarding and Child protection to all staff across the school to ensure staff are kept updated with current procedures and secure the school's duty of care to its pupils; working collaboratively to make sure their safety and their wellbeing is upheld, and best practice maintained
- Provide formal supervision for nominated staff, working in partnership with Assistant Principal responsible for pastoral care
- Accountable for the efficiency and effectiveness of the safeguarding and care of the school to the Site Lead and governors, keeping them and appropriate school staff updated on current concerns ensuring information is accurately imparted for the safety and well-being of pupils at all times.
 - to safeguard and promote the physical and emotional wellbeing of students and staff within the organisation.
 - Accountable for ensuring the Single Central Register is up to date
- to achieve best outcomes for students and young people.
- Ensure that all child protection conferences, core groups, strategy meetings etc are attended and delegate accordingly

Attendance:

- Work in partnership with parents to identify potential barriers to good attendance and overcome them.
- Work in partnership with students to identify potential barriers and overcome them.
- Celebrate excellent, good and improving attendance regularly.
- Challenge low attendance immediately thresholds are met according to policy

- Oversee the Attendance Policy and how it is applied comprehensively across the school. To support and develop the skills of all staff in order to ensure that high standards of attendance are actively pursued and monitored.
- Review the Attendance Policy annually.
- Line manages the Attendance Manager to ensure first day calls, follow up calls and/or meetings take place and records are kept in line with Safeguarding procedures.
- Ensure referrals are completed in a timely manner in line with Safeguarding procedures.
- Work in partnership with the local authority to identify and act upon specific areas of concern.

Family Support:

- Work preventatively with identified families to provide early intervention, signposting, support and guidance in times of change and stress.
- Work directly with students and families.
- Work with students who are at risk of exclusion from school supporting them and their families.
- Develop home/school links, to encourage good communication between the school and families.
- Give practical help and emotional support for families particularly at times of crisis.
- Facilitate meetings and drop-ins at appropriate times and venues to support parents' needs.
- Work with PSHE to address key Ofsted frameworks and VT student experience.
- Secure robust links with agencies that provide and promote learning opportunities for parents and carers.

The management of staff

- To participate in the selection and deployment of teaching and non-teaching staff
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff and volunteers
- To contribute to staff development policies and practices appropriate to each Academy in relation to:
 - The induction of new and newly qualified teachers and other staff such as volunteers
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- To demonstrate effective leadership, representation and liaison both within the Academy and other interested or involved persons or bodies.
- To maintain good relationships with individuals, groups and staff unions and associations.
- To keep up to date with national and local educational strategies and developments and communicate these to staff where and when relevant

Organisation:

- To undertake other duties that Headteacher may reasonably request.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the Academy.
- Develop positive relationships and communicate with pupils/parents/colleagues/agencies/professionals.

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Designated Safeguarding Lead

Job Description

Overview: The Designated Safeguarding Lead will be part of the school's Senior Leadership Team (SLT) and will undertake lead responsibility for safeguarding and child protection within the school.

Whilst the activities of the DSL can be delegated to appropriately trained deputies, ultimate responsibility for safeguarding and child protection remains with the DSL, they will hold the safeguarding picture for the school and be the most appropriate person to offer safeguarding advice.

The broad areas of responsibility for the DSL are:

Managing referrals to other agencies including: the local authority students' social care in cases of suspected abuse; the Channel Programme where there is a radicalisation concern; the Disclosure and Barring Service in cases where a person is dismissed or left due to risk/harm to a child and the Police in cases where a crime may have been committed in relation to safeguarding. The DSL will also support and advise other staff in making referrals to other agencies.

Work with others to fulfil statutory responsibilities in relation to students and young people subject to a child protection plan by attending child protection conferences and implementing the multiagency child protection plan; and liaise with the Local Authority Designated Officer (LADO) as required.

Undertake Training to ensure they (and any deputies) are provided with the knowledge and skills required to carry out the role, updated at least every 2 years.

Raise Awareness to ensure the Academy safeguarding and child protection policies are known, understood and used appropriately. The DSL will also provide an annual report to the governing body on safeguarding and child protection activity within the school.

Manage safeguarding information through the collection, monitoring, reviewing, safe storage and timely transfer of safeguarding and child protection files in line with Bristol Safeguarding Students' Board guidance.

Availability of the DSL (or a deputy) during term time and school hours needs to be ensured for staff in the school to discuss any safeguarding concerns.

More specific areas of responsibility for the DSL are:

- Ensure the 'Safeguarding and Child Protection' policy, procedures, linked policies and Culture of Vigilance are known, understood and used appropriately
- Work with the Trust Safeguarding Lead to ensure the 'Safeguarding and Child Protection' policy is reviewed annually (as a minimum), is ratified by the governing body and the procedures and implementation are updated and reviewed regularly
- Ensure that the designated safeguarding governor is regularly updated regarding matters of safeguarding as appropriate
- Ensure each member of staff (especially new and part time staff) has access to and has read/understood the 'Safeguarding and Child Protection' policy, 'Keeping Students Safe in Education: Part 1 (2022)' and the 'Code of Conduct' for staff
- Ensure the 'Safeguarding and Child Protection' policy is available publicly (via the Academy website) and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Academy in this
- Encourage a culture of listening to students and taking account of their wishes and feelings
- Ensure students are aware of where to go for support or to disclose abuse
- Ensure the deputy DSLs are equipped with the knowledge and understanding of how to complete the roles and responsibilities of the DSL as appropriate. Complete DSL training every two years with an appropriate update annually, as a minimum
- Provide appropriate staff safeguarding training annually (as a minimum) to ensure all staff have the knowledge and understanding to implement safeguarding procedures
- Inform relevant professionals following any allegation of abuse relating to a member of staff within the Academy or Trust
- Ensure staff know how to act upon safeguarding concerns and disclosures
- Act as a source of support, advice and expertise for staff in relation to safeguarding and ensure staff understand the role of DSL
- Refer cases of suspected abuse to Bristol Social Care (First Response) as required

- Refer cases to the Channel programme where there is a radicalisation concern as required
- Refer cases of Female Genital Mutilation (FGM) to the police
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the Police as required
- Support staff who make referrals as appropriate
- Liaise with the Principal to inform him or her of issues especially ongoing enquiries under section 47 of the Students Act 1989 and police investigations
- As required, liaise with Bristol Social Care (First Response) regarding child protection concerns
- Coordinate representation at child protection conferences and submission of reports at child protection conferences
- Be alert to the specific needs of students with child protection plans (CP), students in need (CIN), those with special educational needs and disabilities (SEND) and students looked after (CLA)
- Are able to keep detailed, accurate, secure records of concerns/referrals/actions
- Understand and support staff with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting students from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Link with Bristol Safeguarding Students' Board (BSCB) to make sure staff are aware of training opportunities and the latest local safeguarding policies
- Ensure child protection records/information are provided to Social Care, the Police and the accepting school of a student coming off roll, in accordance with information sharing protocols

A more detailed description of the role of the DSL is explained in Keeping Students Safe in Education, 2022.



CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
Qualifications	<ul style="list-style-type: none"> Educated to a high standard with a minimum GCSE grade C in English and mathematics (or equivalent qualifications). Level 3 relevant qualification Recent experience of working in a responsive and strategic safeguarding/child protection/attendance context. Level 3 Safeguarding Trained (Working Together). 	<ul style="list-style-type: none"> Good honours degree PREVENT trainer (or ability to undertake trainer accreditation) 	<ul style="list-style-type: none"> Application
Experience	<p>Evidence of success in:</p> <ul style="list-style-type: none"> Understanding the latest national (DfE/Ofsted), regional and local practice and guidance on safeguarding (and CP) and attendance. Recent experience of working in a school environment with the LGB on matters relating to safeguarding and attendance. Working in a multi-disciplinary context with external agencies and teams as well as internal structures. Leading and/or organising staff and governor training on safeguarding (and CP). Proven ability to improve safeguarding (and child protection) capacity through modelling, coaching, challenge and support. Actively promoting outstanding practice relating to safeguarding (and child protection) and the highest levels of achievement. Monitoring and evaluating that practice to ensure standards are consistently high. 	<p>Evidence of success in:</p> <ul style="list-style-type: none"> Developing collaborative working across and between teams Delivering a vision and strategy and realising this in action 	<ul style="list-style-type: none"> Application Interview
Professional Development	<ul style="list-style-type: none"> Evidence of and commitment to continuing personal and professional development by participating in development and training opportunities. 		<ul style="list-style-type: none"> Application Interview
Knowledge & Skills	<ul style="list-style-type: none"> Clear understanding of the strategies to establish consistently high standards and behaviours relating to safeguarding (and child protection) and attendance in school and commitment to 	<p>Experience of leading and motivating staff and effectively managing non-compliance</p>	<ul style="list-style-type: none"> Application Interview Assessment

	<p>relentlessly maintaining these standards.</p> <ul style="list-style-type: none"> • Clear ability and experience of setting and developing the strategic vision, values and ethos relating to safeguarding (and CP), attendance and family support with the Headteacher and rigorously monitoring progress. • Ability to identify and act upon the key issues relating to the leadership and management of safeguarding (and CP), attendance and family support at school • The ability to model the values and vision of the school and lead by example. • Experience of delivering purposeful training to staff and governors. • Knowledge of various models and structures in the delivery of safeguarding training to ensure staff and governors are always up to date with training. • Ability to use IT and broader information technologies to manage the recording, reporting tracking and review in the context of safeguarding, attendance and communications. • The ability to think strategically and to plan and implement change as necessary. • The ability to inspire, challenge and motivate others and create good relationships between all stakeholders. • Excellent interpersonal and communication skills. • The ability to build effective working relationships and robust networks both within and outside the Trust 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to work independently as well as constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Flexible and emotionally resilient. • Positive, personable and optimistic. • Relishes accountability and takes personal responsibility for their own actions. • Works effectively under pressure. 		<ul style="list-style-type: none"> • Application • Interview • Assessment

HOW TO APPLY



Closing Date for Applications: Tuesday 18th April 2023 at 9:00

Interviews: w/c 24th April 2023

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at [venturerstrust.org](https://www.venturerstrust.org) and should be returned electronically along with the Equality Monitoring Form by following the instructions at the [Work With Us](#) section of the website.

SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.