



Applying for a job
At
Gildersome Primary School

Thank you for expressing an interest in joining our school. We hope you will find this information useful and we look forward to hearing from you.

Making an Application	Interview and Selection Process (continued)
<p>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).</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>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.</p> <p>Please remember to sign the declaration on the final page of the application form.</p> <p>For teaching posts: in addition to the application form, please submit a formal letter of application (up to 2 sides of A4, ideally no smaller than font size 12) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.</p>	<p>Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p>
	<p style="text-align: center;">Induction and Continuous Professional Development</p>
	<p>The Headteacher and Governing Body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the Headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.</p> <p>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 such as NVQs.</p>
	<p style="text-align: center;">Pre-employment checks</p>
<p style="text-align: center;">Interview & selection process</p> <p>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.</p> <p>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.</p> <p>Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form.</p>	<p>References If you are short-listed we will 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 any appointment is made. 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. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.</p> <p>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.</p> <p>Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.</p>

(DBS) Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. 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 on the www.gov.uk website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Prohibition checks (teachers only)

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications 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 clearance

A satisfactory medical declaration must be made before we confirm any offer of employment.

Disqualification by Association

Statutory guidance from the DFE requires selected staff to undergo an additional safeguarding check. In this school, this applies to teachers, Higher Level Learning Support Assistants, Cover Supervisors, Key Workers, Teaching Assistants and Lunchtime supervisors.

Self-disclosure form

All shortlisted candidates will be expected to complete a self-disclosure form and declare any relevant cautions/convictions prior to interview.

Child Protection

This school 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.

Whistle Blowing

We recognise that children 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.

Code of Conduct and Personal Behaviour

The school 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 wellbeing of all its employees and pupils.

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

See staff handbook for additional information

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 protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Data Protection (GDPR)

The school expects all employees, volunteers and visitors to abide by the principals set out in the GDPR policy. Information about the data collected from job applicants and the retention of information can be found in the job applicants privacy notice.

Full details of all these policies are available in school.



Safeguarding and Equality statement

On behalf of the Governing Body and the Head Teacher

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formerly Criminal Records Bureau disclosure).

We promote diversity and equality and want a workforce which reflects the population of Leeds.

Gildersome Primary School undertakes an additional safeguarding check on current and future staff as appropriate to ensure that no one who is disqualified is employed in connection with:

- early years provision (including education or any supervised activity outside of school hours) or
- later years childcare outside of school hours for children who have reached 5 years but not yet reached 8 years, which includes before and after school care.

The disqualification criteria include:

- 1) Caution or conviction for certain criminal offences
- 2) Certain grounds relating to the care of children (e.g. parental right order, supervision order or care order)
- 3) Having registration refused or cancelled in relation to childcare, children's homes or disqualification from private fostering
- 4) Living in the same household where another person who is disqualified lives or works

This check is separate from the DBS check. Any of the above criteria disqualify staff from providing this childcare and this includes 'disqualification by association' (i.e. if someone in the same household is disqualified).

For that reason, I have a legal obligation to make you aware that you have a duty to report any relevant information to me either about yourself (even if that information has previously been considered in relation to a DBS check) and / or, to the best of your knowledge, about anyone living or working in the same household as you. This latter requirement does not mean you are required to specifically make enquiries of householders but you must declare any relevant information you are aware of or can reasonably be expected to be aware of. Please be assured that any information disclosed will be treated in the strictest of confidence and in line with Data Protection requirements.

Thank you for your cooperation in this matter. At Gildersome Primary school, we give safeguarding our highest priority.



Policy Statement on the Recruitment of Ex-offenders

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available to DBS applicants at the outset of the recruitment process.

This policy statement should be read alongside our Equal Opportunities policy.

Policy Statement

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Gildersome Primary School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. Gildersome Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. A summary of this written policy on the recruitment of ex-offenders is available to all DBS applicants on request. The policy is also available to applicants on our website.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, knowledge and experience.
5. As a Regulated Activity Provider (RAP) all paid employees of Gildersome Primary School are in regulated activity and therefore subject to checks with the DBS.
6. All regular volunteers are subject to a volunteer DBS check and will be asked to provide two suitable character references.
7. In relation to contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
8. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
9. We encourage all applicants called for interview to provide details of any criminal record history that is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) at an early

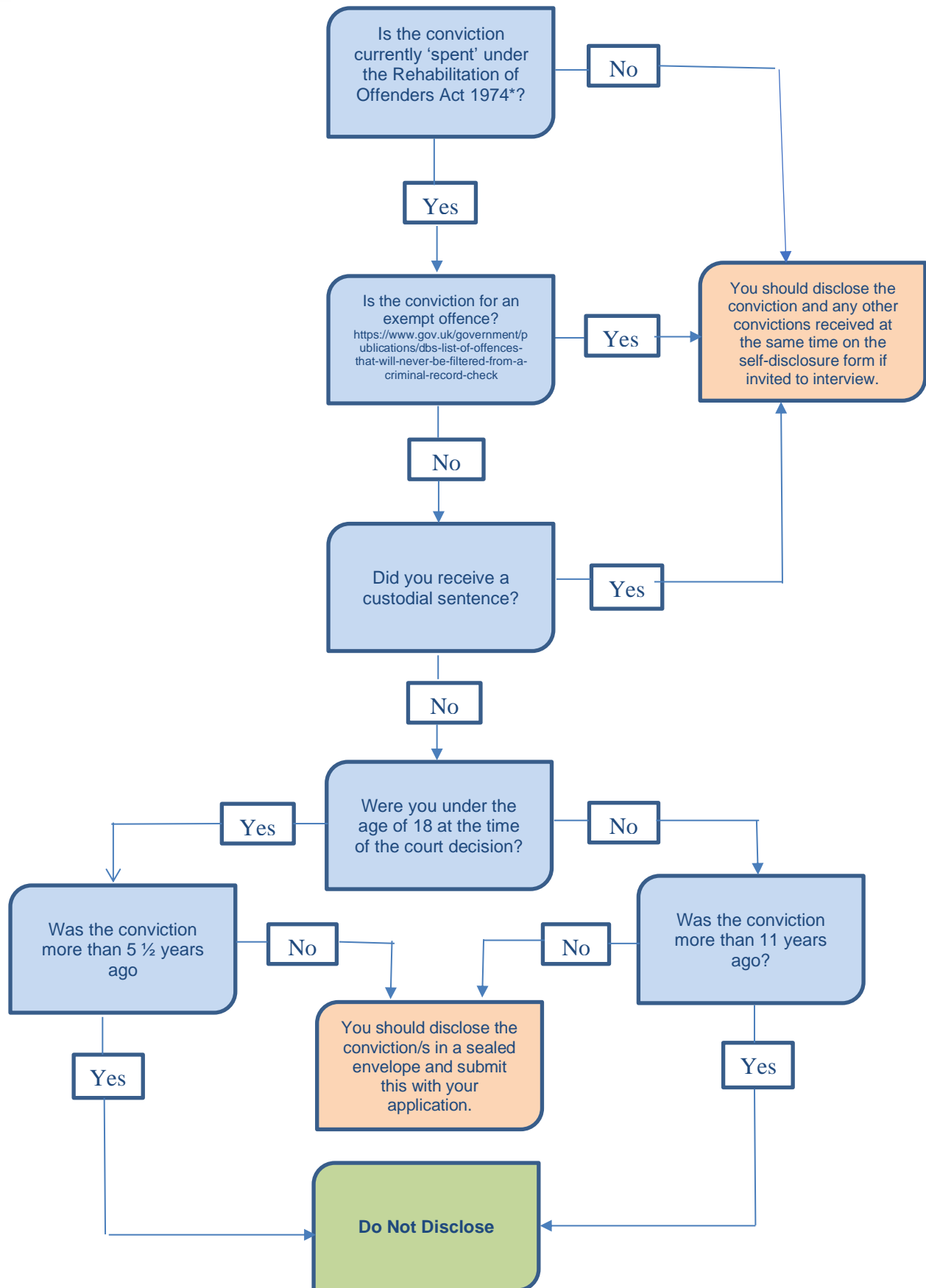
stage in the application process. Please see the information provided in the guidance document, 'Applying for a Job at Gildersome Primary School', for details of what should and should not be disclosed.

10. We request that this information is sent in a separate sealed envelope submitted with the completed application, marked for the attention of the Headteacher. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Disclosed information will only be considered for shortlisted applicants. Disclosures for applicants that are not shortlisted will be confidentially destroyed and will not be considered during the recruitment process.
11. We ensure that everyone in our School who are involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our Registered Body.
12. At interview, or on a separate occasion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
13. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
14. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our Headteacher/School Business Manager, or another trained member of our Senior Leadership Team.
15. Where a DBS check is required, or a caution/conviction is declared all information is handled in line with Data Protection regulations (GDPR). Information on how this data is processed and retained can be found in the Privacy Notice for job applicants.
16. As an organisation with both an early year's provision and a before school provision for children who have reached 5 years but not yet reached 8 years, we have to undertake additional safeguarding checks to ensure no one is employed who is barred from working with these groups of children. This includes 'disqualification by association' (i.e if someone in the same household is disqualified).



Disclosure of a conviction

Please work this through for each conviction you have separately even if they were part of the same legal proceedings



https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>



Disclosure of a Caution (this includes reprimands and final warnings)

