



Bagthorpe Primary School

Recruitment Pack



Closing date: 9am 28th April 2025 Interview Date: TBC



Learn Grow Achieve



Bagthorpe Primary School

Contents Page

1. Message from Head Teacher
2. About our School
3. The Future of Bagthorpe Primary School
4. Information about Transform Trust
5. The Role
6. Job Description and Person Specification
7. How to Apply and Key Information
8. The Recruitment Process



Learn Grow Achieve

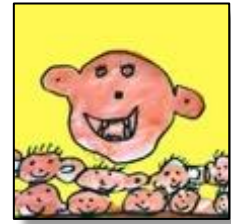


Bagthorpe Primary School

1. Message from Head Teacher

Dear Applicant

Welcome to Bagthorpe Primary School!



Thank you for your interest in joining our team. Bagthorpe is a warm, welcoming, and inclusive school where children are at the heart of everything we do. Our staff, children, and families work together to create an environment where everyone feels valued, respected, and inspired to achieve their best. We are incredibly proud of our strong sense of community and the positive relationships we build with children and their families. You also need to know that we LOVE reading!

At Bagthorpe, we are committed to fostering a love of learning in an environment where curiosity, creativity, and compassion thrive. Our dedicated team works tirelessly to ensure that all children develop the confidence, resilience, and skills they need to succeed in an ever-changing world. We encourage children to embrace challenges, celebrate their achievements, and care for one another, guided by our [Core Values](#) of Moral Purpose, Humility, Compassion, Integrity, Accountability, Courage, and Determination.

We offer a broad and balanced curriculum enriched with opportunities for children to explore, discover, and grow—both inside and outside the classroom. Our Let's GLOW! Days, outdoor learning programme, and exciting enrichment activities provide children with memorable experiences that enhance their learning and personal development.

We also take great pride in nurturing children's leadership skills through initiatives such as the School Council and Transform Trust Children's Parliament and other pupil voice opportunities, ensuring that every child feels heard and empowered.

As part of the Transform Trust family, we benefit from a strong network of collaboration, professional development, and shared expertise. Our staff are supported to grow, reflect, and develop their practice, ensuring that we continue to offer the very best education for our children.

If you are passionate about making a difference, thrive in a collaborative environment, and are ready to be part of a forward-thinking school that values both excellence and kindness, we would love to hear from you.

Come and be part of something special at Bagthorpe!



Learn Grow Achieve



Bagthorpe Primary School

2. About our school

About Bagthorpe Primary School

Bagthorpe Primary School is a smaller-than-average primary, deeply rooted in its local community and known for its warm, family-oriented ethos. Our school operates as a **one-form entry**, which means that relationships between staff, children, and families are strong and personalised. Everyone knows each other well, and this contributes to the positive atmosphere that underpins daily life at Bagthorpe.



Set in an extensive five-acre site, Bagthorpe offers children the opportunity to engage with nature through our woodland area, brook, and trim trail. **Outdoor learning** is an integral part of our curriculum, including termly **Let's GLOW! Days** (Grow and Learn Outside in Wellies) when parents join their children as they explore and learn in a hands-on, natural environment. These experiences build resilience, teamwork, and a sense of adventure, which our children relish. Most importantly it builds relationships.

Our core values—**Moral Purpose, Humility, Compassion, Integrity, Accountability, Courage, and Determination**—are at the heart of everything we do. They guide how we teach, learn, and interact with one another. These values are not just words on a wall but principles that shape decision-making, behaviour, and the culture of our school. Children recognise and live out these values in their daily interactions, contributing to a respectful, caring, and inclusive environment.



Feedback from our **children, parents, and staff** consistently highlights the importance of maintaining this ethos. **Children** value the friendships they make, the sense of belonging, and the opportunity to develop leadership skills through organising community events such as the Summer Fayre or leading playground activities, such as our Sports Ambassadors.

Parents appreciate the nurturing environment, the emphasis on core values, and the dedication of staff in ensuring that all children feel safe, happy, and challenged. **Staff** are proud of the collaborative culture where everyone supports one another and is committed to professional growth.

Governors and leaders remain mindful of the importance of preserving Bagthorpe's unique character as the school continues to grow and develop. This balance—between nurturing a close-knit community and striving for excellence—defines Bagthorpe and makes it a truly special place for children to learn and flourish.



Learn Grow Achieve



Bagthorpe Primary School



3. The Future of Bagthorpe Primary School

Bagthorpe Primary School is a **Nottinghamshire County Council Local Authority maintained Community School** that is preparing to join **Transform Trust Multi-Academy Trust (MAT)**. Whilst we are not yet formally part of the Trust, we are operating as a **de facto Transform school**, aligning our practices, policies, and expectations with those of the Trust to ensure a smooth transition to academy status.

We believe it's important for prospective staff to understand the values and opportunities that joining Transform will bring. Transform Trust places **children at the centre of everything they do**, guided by core values of **Respect, Kindness, Equity, and Creativity**. These principles closely align with our own, and we are confident that becoming part of Transform will strengthen what makes Bagthorpe special while providing exciting opportunities for professional growth, collaboration, and enhanced provision for our children.

We've included some additional information about **Transform Trust**, to give you a sense of the culture, ethos, and opportunities that will become part of Bagthorpe's future. Thank you for your interest in working with us—we hope this additional context helps you feel connected to our vision and the exciting journey ahead.



Learn Grow Achieve



4. Information about Transform Trust

Transform Trust is an innovative Multi Academy Trust, established in 2013. The Trust was founded by Rebecca Meredith CBE, who previously led Sneinton St Stephens C of E Primary from Special Measures to an Outstanding rating. Building on this success, she established the Transform Teaching School with an initial cohort of 10 member schools in Nottingham City, with the aim of sharing and developing school-to-school support across like-minded professionals.

Since its inception, Transform Trust has grown to encompass over 8,800 children across 25 primary schools in Nottingham, Nottinghamshire, Derby, and Derbyshire. The Trust employs over 1,100 staff and enjoys a high staff satisfaction rate. One of its defining features is the strong focus on empowering member schools to drive their own improvement journey while maintaining their individual identity and community focus.

Through Transform Trust, staff benefit from unrivalled opportunities for professional development and networking, including specialist leadership support and mentoring for headteachers, as well as bespoke CPD for teaching and support staff. This is delivered through Transform's highly regarded professional development service, Transform Applied (www.transformapplied.co.uk).

Following the national changes to the Teaching School model in 2021, Transform Trust now works closely with the Flying High Teaching School Hub. Additionally, the Trust is a strategic partner in the East Midlands Maths Hub and Derby Research School. This network provides access to a comprehensive range of professional development, research initiatives, and innovative programmes, from initial teacher training to senior leadership development.

Transform Trust has cultivated a strong, supportive environment for its schools, drawing upon the collective expertise of independent-minded headteachers and practitioners. This collaborative approach ensures that schools achieve high educational standards while benefiting from a robust support system.

Central Support Services

The Trust has a dedicated central team covering governance, safeguarding, programme and project management, finance, and human resources. Each service area is led by an Executive Lead, who is responsible for setting strategic direction and driving continuous improvement.

Purpose, Vision, and Values

- Purpose: To be an innovative and inclusive Trust working for all children.
- Vision: Transform Trust is committed to transforming the lives of all children in its schools, enabling them to reach their full potential. The Trust recognises that the development and wellbeing of all staff are key to achieving this goal, fostering a culture of support, empowerment, and professional growth.
- Values: Respect, Kindness, Equality, and Creativity are embedded throughout the Trust's strategy, operations, and provision.

Key Features of Transform Trust

- Hosts initiatives such as the Children's Parliament, Children's Celebration, Sports and Arts Festivals, and dedicated support for children and families with SEND.
- Operates a unique Trust Guardians group that provides support, guidance, and challenge to ensure children are kept safe, attend school regularly, and have equal access to opportunities.
- Prioritises staff wellbeing and workload management, recognising the importance of recruitment and retention.





Bagthorpe Primary School

- Does not operate performance-related pay for Main Pay Scale teachers; annual increments occur unless concerns about performance have been raised and addressed.
- Provides structured annual and termly staff surveys to gather feedback and implement positive changes.
- Encourages professional growth through secondments, promotions, and CPD opportunities across the Trust's schools.
- Supports professional learning communities and leadership development through strategic partnerships, including the Flying High Teaching School Hub.
- Promotes a leadership style based on the FED (Future, Engage, Deliver) model, working closely with Steve Radcliffe.
- Offers a transparent and supportive working culture with clear expectations for employees.
- Provides a range of staff benefits, including 24/7/365 employee welfare support, tax-saving salary sacrifice schemes, discounted gym memberships, free eye tests for VDU users, and annual flu jabs.
- Delivers a comprehensive CPD calendar, with over 40 programmes covering coaching, reading specialism, TA workshops, mastery maths, early years leadership, curriculum development, NQTs, and digital teach-meets.
- Employs Lead Associates to oversee key strategic areas, including Equality, Diversity and Inclusion, Talent Development, Wellbeing, and Early Career Teaching.
- Offers apprenticeship levy-funded training to enhance CPD.
- Has trained over 100 new teachers through its School Direct partnership with the University of Nottingham and School Direct Derby, in partnership with the University of Derby.
- Runs Early Career Teacher (ECT) Programmes in collaboration with the Flying High Teaching School Hub.
- Established the Transform Enrichment Diploma (TED) in 2017, providing an age-related framework for enrichment activities designed to develop children's skills, talents, and character.

For more information, including policies on child protection, safeguarding, health and safety and recruitment, visit Transform Trust's website. Applicants should also check the policies available on the school website for the specific role they are applying for.



Learn Grow Achieve



Bagthorpe Primary School

5. Details of the role

Role: Class Teacher – 2 Positions to start 01/09/2025

Pay Grade: Main Pay Scale | M1 - M6

Salary: £31,650 – £43,607

Job Type: Full Time

Contract Type: Permanent, All Year Round

Are you an excellent classroom practitioner, who loves working with children and understands how they learn? Are you a team player who can motivate and inspire both children and colleagues?

Bagthorpe Primary School is looking for two enthusiastic, dedicated teachers who have high expectations for all children and a commitment to their own professional growth.

You will:

Be a consistently good or outstanding primary teacher.

Have a strong commitment to ensuring all children thrive and make excellent progress.

Be dedicated to fostering a love of learning and supporting children's development.

Work well as part of a team and be eager to share your skills and ideas.

Have excellent communication and interpersonal skills, forming strong relationships with staff, families, governors, and the wider community.

In return, we offer:

A warm, inclusive school environment supported by a dedicated and highly motivated team committed to continuously raising academic standards.

Excellent professional development opportunities through Transform Trust.

A forward-thinking approach to teaching and learning.

A calm, purposeful learning environment where children are eager to learn.

Strong partnerships between children, staff, parents, and governors.

Career development opportunities within a successful Multi Academy Trust.

Visits, by prior appointment with the school office, are very welcome (tel: 01773 782843/email: office@bagthorpe.notts.sch.uk).

Please visit the school website: <https://www.bagthorpeprimary.com/job-opportunities/> to download an Application Pack.

Closing Date: 28/04/2025 – 9am

Interview Date: TBC

Start Date: 01/09/2025

The post is subject to an enhanced check through the Disclosure and Barring Service. The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Successful candidates will receive the Child Protection/Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.



Learn Grow Achieve



Bagthorpe Primary School

6. Job Description and Person Specification

School: Bagthorpe Primary School
Post Title: Class Teacher
Grade/Pay Range: Main Pay Range: £31,650 – £43,607
Hours/weeks: Full Time
Reporting to: Head Teacher

CORE REQUIREMENTS OF THE POST:

- As a Teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Head Teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.



Learn Grow Achieve



Bagthorpe Primary School

- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Head Teacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

PARTICULAR RESPONSIBILITIES:

The post requires you to:-

- Teach pupils within the primary age range in accordance with the professional duties of a teacher.
- Take an equitable share of whole school curriculum care and management responsibilities.
- Carry out your duties in line with the key tasks and management procedures of the school.

Issued by:

Received by:

Head Teacher

Post Holder





Person Specification – Class Teacher

Qualifications

- Degree
- Qualified Teacher Status (QTS)
- Evidence, or intention to undertake, further professional development

Teaching Competencies & Experience

- Excellent classroom practitioner or potential to become an outstanding teacher
- Ability/willingness to work in other key stages in the future
- Able to articulate and demonstrate the characteristics of an effective teacher
- Good understanding of how assessment is used to support learning
- Clear understanding of effective behaviour management strategies
- An understanding of how safeguarding children works in practice

Management Competencies & Experience

- Clear understanding of how to manage teaching assistants
- The ability, proven or potential, to manage a subject and teachers
- Willingness to participate in the full life of the school, including extra-curricular activities

Knowledge

- Good knowledge of the Curriculum guidance for KS1 & 2, including the Agreed Syllabus for RE
- A secure understanding of age-related expectations and experience of KS1 & 2 statutory tests
- Understanding of how national, local comparative, and school data, including National Curriculum test data, can be used in professional and school development
- Good knowledge and understanding of how to plan effectively for differentiated tasks and activities
- Strong understanding of Assessment for Learning strategies
- Effective knowledge of teaching and learning styles and creative delivery

Skills & Abilities

- Be committed to promoting and demonstrating the Core Values of the school.
- Develop good relationships within a team
- Establish and develop professional relationships with parents, governors, and the wider community
- Communicate effectively (both orally and in writing) to a variety of audiences
- Create a happy, challenging, and effective learning environment
- Use ICT effectively and creatively to enhance learning
- Self-motivated and shows initiative
- Works well as part of a team
- Shows a high level of enthusiasm, commitment, and determination
- Flexible and open to feedback
- Willing to seek advice and support





Bagthorpe Primary School

- Resilient under pressure
- Approachable, caring, and empathetic

Personal Qualities

- Willing to undertake training as required
- Maintains confidentiality in respect of children and school information
- Commitment to the highest standards of child protection and safeguarding
- Recognises the importance of personal responsibility for health and safety
- Commitment to the Trust's ethos, aims, and whole-school community

Bagthorpe Primary School is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks



Learn Grow Achieve



7. How to Apply and Key Information

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding due diligence requirements, if you are shortlisted, references will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.

You will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK.

You will need to bring with you to the interview original qualification certificates essential to the post.

In accordance with KCSIE an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Please also note that if you are successful for teaching post in a school you will also be subject to the full range of pre-employment checks which will include a prohibition from teaching check and for certain posts in schools a disqualification under the childcare act 2006 check will also be required if you work in certain settings.

The School, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

Equal Opportunities Policy statement

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

The operation of this policy is monitored and reviewed periodically through established joint consultation procedures with staff and trade unions. If any employee considers that she or he is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedures for dealing with grievances.





Bagthorpe Primary School

Safeguarding Children Policy Statement

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse, neglect and risks linked to online harm and follow our procedures to ensure that children receive effective support, protection, and justice.

Everyone who works at the school understands they are an important part of the wider safeguarding system for children and accepts safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all our staff, including supply staff and volunteers will ensure their approach is child-centre and will be supported to consider, at all times, what is in the best interests of the child.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Bagthorpe Primary School is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance and completion of safeguarding children in education training



Learn Grow Achieve



8. The Recruitment Process

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie, utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name

Documents confirming any educational or professional qualifications that are necessary or relevant for the post, ie, degree certificate, QTS certificate.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

You will also be asked to complete a self-declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect, ie, teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted.

Guidance notes for completing application forms

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.





Bagthorpe Primary School

Successful candidates must fully meet all the essential criteria, eg, qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

Migrant workers: In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

If you are shortlisted, you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

Filling in the form: Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

Personal details: Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

Present or last employer: State clearly your present or last employer's name, address and post held.

Previous employment: In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary).

Education, qualifications and relevant training attended: Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if invited for an interview.

Additional information in support of your application: This section is very important. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the job description and person specification as a guide, and focus on how your skills, knowledge and experience meet the job requirements, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.



Learn Grow Achieve



Bagthorpe Primary School

References: Give the name and address of two people who can provide a reference in support of your application. One of these must be your manager in your present (or most recent) employment (or tutor/headteacher if in full time education).

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are not acceptable referees. The Authority and school you are applying to work in reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

Online searches: In line with KCSIE, the recruitment process for shortlisted candidates will include an online search of publicly available information to help identify and incidents or issues which the school may wish to explore with applicants at interview.

Health/Medical Details: At the conditional offer stage, the “preferred candidate” (successful applicant) will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination, prior to confirmation of appointment.

Disclosure of Criminal Background: If the post you are applying for requires an enhanced Disclosure and Barring Service (DBS) check. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply.

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 DBS website: www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check.

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: www.gov.uk/disclosure-barring-service-check.

General: For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.



Learn Grow Achieve



Bagthorpe Primary School

Equalities Act 2010: Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

Declaration: You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you:

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body, eg, Teaching Regulation Agency
- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority) .

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

Equality and Diversity Monitoring

Nottinghamshire County Council / The School / The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.



Learn Grow Achieve