

# Applying for a job at Cross Gates Primary School

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This school is committed to promoting and  
safeguarding the welfare of all children



**Leeds East  
Primary Partnership**  
A CO-OPERATIVE TRUST

**Cross Gates  
Primary School**

We are actively committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

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

Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. 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><b>Application Form</b></p> <p>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 <u>not</u> accepted as part of the application process.</p>	<p>disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. 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><b>Supporting information</b></p> <p>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><b>Please remember to sign the declaration on the final page of the application form.</b></p> <p><b>For teaching posts:</b> in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.</p>	<p>The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher 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><b>Interview &amp; selection process</b></p>	<p><b>Pre-employment checks</b></p> <p><b>References</b></p> <p>If you are short-listed we will normally take up references <b>before</b> 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 the assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.</p>

<p><b>Pre-employment checks (continued)</b></p>	
<p><b>Disclosure &amp; Barring Check</b></p> <p>Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 (as amended in 2013), all posts at this school are classed as regulated activity and therefore an Enhanced DBC check will be undertaken.</p> <p>Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.</p> <p>On the 29<sup>th</sup> May 2013 legislation came into force under this Act that means as an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'. For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flowcharts attached. Alternatively, guidance can be found on the DBS website.</p> <p>Please be aware spent and/ or unspent convictions may not necessarily make you unsuitable for appointment.</p>	<p><b>Medical Assessment</b></p> <p>A satisfactory medical declaration must be made before we confirm any offer of an appointment.</p> <p><b>Child Protection</b></p> <p>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.</p> <p><b>Whistle Blowing</b></p> <p>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.</p> <p><b>Code of Conduct and Personal Behaviour</b></p> <p>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 well being of all its employees and pupils.</p> <p>The head teacher 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.</p> <p><b>Equal Opportunities</b></p> <p>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.</p> <p>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.</p> <p><b>Full details of all these policies are available in school.</b></p> <p>We take your data protection rights and our legal obligation seriously. Your personal data will be treated in a secure and confidential manner and only as set out in our Privacy Notice available on our website or otherwise notified to you in writing.</p>
<p><b>Prohibition Checks</b></p> <p>In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.</p> <p>Each of the following is teaching work:</p> <ul style="list-style-type: none"> <li>• Planning and preparing lessons and courses for students;</li> <li>• Delivering* lessons to students;</li> <li>• Assessing the development, progress and attainment of students; and</li> <li>• Reporting on the development, progress and attainment of students.</li> </ul> <p><i>*"delivering" includes delivering lessons through distance learning or computer aided techniques.</i></p> <p>The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the discretion and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.</p> <p><b>Overseas Checks</b></p> <p>Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include an EEA check</p>	

for those appointed to do teaching work that have lived or worked abroad within the EEA.

#### **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. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have completed their statutory induction.

#### **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.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might 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.

The School makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

#### **Further information regarding conviction information**

On the 29 May 2013, legislation<sup>1</sup> came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'.