



The Talentum Learning Trust

Candidate Information and Guidance Notes

Thank you for your interest in joining The Talentum Learning Trust.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practices are embedded throughout our recruitment process to help ensure that children and young people are protected and that all appointments are made fairly, consistently and in accordance with statutory guidance.

Recruitment Process

Our recruitment and selection process is designed to identify the candidate who best meets the requirements of the post while ensuring compliance with safeguarding, employment and equality legislation.

If you are shortlisted for interview, you will be asked to:

- Attend an interview and any associated assessment activities.
- Provide evidence of your identity and right to work in the UK.
- Provide original qualification certificates where relevant to the role.
- Complete a Criminal Record Self-Declaration Form.
- Discuss any gaps in employment, discrepancies or other matters arising from your application, references or recruitment checks.

Identification and Right to Work

All candidates invited to interview must bring original documentation to verify their identity and right to work in the United Kingdom in accordance with Home Office requirements.

Examples may include:

- Current passport



- Birth certificate
- National Insurance documentation
- Evidence of any change of name, where applicable

Original documents must be produced. Copies may be retained as part of the recruitment process.

Qualification Checks

Where qualifications are required for the role, candidates must provide original certificates or evidence of professional status.

The Trust reserves the right to verify qualifications and professional registrations before confirming any appointment.

References

References will normally be sought directly from the referees named on your application form.

In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the Headteacher/Principal of that establishment. If a candidate for a position is not currently employed in a school, but has been in their past, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. A minimum of two references will be sought – one to be from the current or most recent employer.

The Trust may contact referees to clarify information provided or to verify the authenticity of references received.

Any offer of employment will be conditional upon the receipt of satisfactory references.

Criminal Record Self-Declaration

As part of the Trust's safer recruitment procedures, shortlisted candidates are required to complete a Criminal Record Self-Declaration Form.



Information provided on the form will be considered in accordance with safeguarding requirements, relevant legislation and the nature of the role applied for.

A declaration of a caution or conviction will not automatically prevent employment. Each case will be considered individually, taking account of factors such as:

- The nature and seriousness of the offence.
- Its relevance to the role.
- The length of time since the offence occurred.
- Evidence of rehabilitation.
- Safeguarding considerations.

Failure to disclose relevant information or knowingly providing false information may result in an application being withdrawn or any subsequent offer being rescinded.

Online Searches

In accordance with Keeping Children Safe in Education (KCSIE), the Trust will carry out online searches on shortlisted candidates as part of its due diligence process. These searches are limited to information that is publicly available online.

The purpose of these searches is to identify information that may be relevant to a candidate's suitability to work with children and young people. Where appropriate, candidates will be given an opportunity to discuss any relevant information identified during the recruitment process.

Conditional Offer and Pre-Employment Checks

If you are the preferred candidate, any offer of employment will be conditional upon satisfactory completion of the required pre-employment checks.

These may include:

- References
- Enhanced DBS and safeguarding checks
- Barred List checks (where applicable)
- Right to work verification
- Qualification verification



- Overseas criminal record or safeguarding checks (where applicable)
- Health assessment requirements – PEAQ / Assessment of Fitness to Work
- Any other checks required under Keeping Children Safe in Education (KCSIE)

Employment cannot commence until the required checks have been satisfactorily completed.

Equality, Diversity and Inclusion

The Talentum Learning Trust is committed to promoting equality, diversity and inclusion and creating an environment where all individuals are treated fairly, with dignity and respect.

We welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Recruitment decisions are based solely on a candidate's skills, experience, qualifications and ability to fulfil the requirements of the role.

The Trust is committed to eliminating unlawful discrimination and ensuring equality of opportunity throughout the recruitment process and during employment.

If you require any reasonable adjustments to support your participation in the recruitment process, please contact the recruiting school as soon as possible so appropriate arrangements can be considered.

Equality Monitoring Information

The Equality and Diversity Monitoring Form is used solely for monitoring the effectiveness and fairness of our recruitment practices.

Information provided on this form:

- Is treated confidentially.
- Is separated from the selection process.
- Is not used when making recruitment decisions.



- Helps the Trust monitor equality of opportunity and identify any potential barriers to recruitment.

Completion of the monitoring form is voluntary and choosing not to provide this information will not affect your application.

Data Protection

The Trust processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Trust's Privacy Notice for Job Applicants.

Personal data collected during recruitment will only be used for legitimate recruitment, safeguarding and employment-related purposes.

Further Information

If you have any questions regarding the recruitment process, require assistance with your application, or need reasonable adjustments during the recruitment process, please contact the recruiting school.

Thank you for your interest in working with The Talentum Learning Trust. We appreciate the time and effort invested in your application and wish you every success.