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. We hope you will find this information useful and we look forward to hearing from you.

Making an Application

Application Form

If you wish to be considered for this post please complete the 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 (eg gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

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.

Please remember to sign the declaration on the final page of the application form.

For teaching posts: 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.

Interview & selection process

The candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

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.

Interview and Selection Process contd

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. Please contact the school if you need to discuss this in any detail.

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.

Induction and Continuous Professional Development

The Headteacher and Governing Body are committed to ensuring your wellbeing 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.

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.

Pre-employment checks

References

If you are short listed we will normally 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 we confirm any offer of an appointment. 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.

Pre-employment checks contd

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.

Disclosure and Barring Check

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.

Under the Rehabilitation of Offenders Act 1974 (Exceptions),order 1975 (as amended in 2013 and 2020), all posts at this Schoolare classed as regulated activity and therefre and Enhanced DBS check will be undertaken.

Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

On 29th May 2013 legislation came into force under this Act that means that 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 Enhanced Disclosure, even though that are 'spent'. For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our school website. Alternatively, guidance can be found on the DBS website.

Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records Information please see our Policy Statement on the recruitment of ex-offenders on our website or available on request.

Medical Assessment

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

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2021 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work. Each of the

following activities is teaching work:

- Planning and preparing lessons and courses for students
- Delivering* lessons to students;
- Assessing the development, progress and attainment of students; and
- Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques.

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 direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Overseas Checks

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 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 successfully 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 will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate, to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

School Policies

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 Senior 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 and Safeguarding 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 well being of all its employees and students.

The head teacher and governing body regard everyone working at our school as a role model to our students. 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 also bound by the Teachers' Standards. While teachers are bound by these Standards, the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in school.

General Data Protection Regulations

We take your data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out in our Recruitment Privacy Notice available on our website or otherwise notified to you in writing.

Ingram Road Primary School will be the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for monitoring our compliance with data protection law. You may contact the School's Data Protection Officer securely and confidentially at any time if you have any concerns about the processing of your personal data or any data protection issue. The DPO's contact details are Richard Lewis-Ogden dataprotection01@carrmanor.org.uk

Ingram Road Primary School collects and processes your personal data for the purposes described in the Recruitment Privacy Notice. The term Applicants in the privacy notice is used to cover Prospective Employees, Volunteers, Contractors, Agency Staff, Trainees and Regular Service Providers applying to work with or for Ingram Road Primary School.